

Administrative Review Report

St. John Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	03/25/2024	05/03/2024
On-Site Review	05/06/2024	05/06/2024
Site Selection Worksheet	03/25/2024	03/25/2024
Entrance Conference	05/06/2024	05/06/2024
Exit Conference	05/06/2024	05/06/2024

Commendations:

From the Nutrition Program Consultant:

Thank you for the warm welcome. Thank you also for all the off-site work. The attention to detail was greatly appreciated. Keep up the great work!

From the Public Health Nutritionist:

Thank you to all staff at St. John Lutheran School for the warm welcome and cooperation during this Administrative Review. Your time and patience in working through this review is greatly appreciated. Thank you for serving healthy and nutritious meals to your students.

Recommendations:

From the Nutrition Program Consultant:

Purchasing NSF pans, and bowls for serving would make the lunch line more attractive and inviting. Funds may be used to purchase these items. Also, attending the Summer Training held in Green Bay July 15-17 would be great for both food service workers. More details are to follow.

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)	
Question #	301	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 07:18 AM	<p>Finding: Meal counts were not taken as the student received their reimbursable meal for the 4K students.</p> <p>Corrective Action: Correct the meal counting process to ensure meals are tracked as the student receives their meal.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 08:09 AM	<p>Finding: It was observed that only some students were offered an extra entree or both entree options. The SFA does not sell extra entrees. Federal funds cannot be used to absorb the cost of supplying food in addition to a reimbursable meal.</p> <p>Corrective Action: 1) Either stop the practice OR 2) All students must have the ability to purchase an extra entrée. A system must be in place that allows the POS (teacher) to track a student's extra entree when they pass through the POS. 3) Determine the price of an extra entree and submit the Non-Program Revenue Tool. 4) Inform parents that extra entrees are available for an extra cost and that money must be in the account to purchase extra entrees. Submit the letter or document into SNACS.</p>
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 05/07/2024 06:13 AM	<p>Finding: The SFA does have a Local Wellness Policy (LWP) in place (7 CFR 210.31). However, the Local Wellness needs to be updated as it is references 21-22 SY.</p> <p>Corrective Action: Provide a detailed timeline for when the Local Wellness Policy will be updated. Upload updated Wellness Policy into SNACS.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 05/06/2024 10:13 AM	Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials. This was corrected on-site.
Form Name	Meal Compliance	
Question #	2	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 08:53 AM	Finding: Foodservice and teaching staff were unclear about the preschool meal pattern requirements for lunch. It is important to understand these requirements and preschool meal pattern resources can be found on the WI DPI Meal Pattern webpage (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns). Corrective Action: Have food service and teaching staff responsible for menu planning and determining reimbursable meals attend preschool meal pattern training. Please submit certificates of completion for each staff member.
Form Name	Professional Standards (1210 - 1219)	
Question #	1214	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/06/2024 09:32 AM	Finding: The Food Service Director did not complete the 12 hours of annual continuing education/training for the current school year (7 CFR 210.30). Corrective Action: Provide a training plan for how the 12 hours of continuing education/training will be met for the current school year. Upload Training plan into SNACS
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/06/2024 10:02 AM	Finding: No employee Agreement Forms were on file. This is a repeat finding. Corrective Action: Each school year, all food service staff will sign and employee reporting agreement. Please sign and upload into SNACS for the 2 food service staff. https://datcp.wi.gov/Documents/foodemployeereportingagreementsupplement.pdf
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	317	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 06:31 AM	<p>Finding: The SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Eligibility for student meals is visible on the tally sheet at the point of service that can be seen by all teachers/staff which constitutes overt identification.</p> <p>Corrective Action: Implement a system that the eligibility of students is not recorded on the tally sheet daily. Submit a statement documenting how this was corrected. Upload the revised tally sheet into SNACS.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 08:38 AM	<p>Finding: A total of 3 non-reimbursable meals were observed at lunch during the day of onsite meal service. The milk and grain components were not served to all preschool students. The preschool meal pattern requires that all components must be served to students in at least the minimum serving size.</p> <p>Corrective Action: Submit a statement specifically describing what will be done to ensure preschool students are served all required components in at least the minimum serving size for their respective age group.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 08:41 AM	<p>Finding: The preschool students were served the K-8 meal pattern but were not served at the same time and in the same place as the older students. Children who are not yet in kindergarten must be served the preschool meal pattern if not co-mingled with other grade groups at meals.</p> <p>Corrective Action: Submit one week of completed production records showing that the preschool students are served the preschool meal pattern.</p>
Site Name	Saint John Lutheran School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/06/2024 03:40 PM	<p>Finding: The daily minimum requirement for vegetables was not met for the K-8 grade group for lunch during the review period. The following represents the planned portion sizes: Friday- 1/2 cup of vegetable. The daily minimum requirement for K-8 grade group is 3/4 cup of vegetable.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for vegetables will be met for lunch during the day containing the shortage during the week of review.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	433	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 06:32 AM	Finding: Acceptable crediting documentation was not available for the Egg Patty, Ham, Hamburger Patty and Potato Puffs. Corrective Action: Submit acceptable crediting documentation for the Egg Patty, Ham, Hamburger Patty and Potato Puffs.
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	Flagged 05/07/2024 09:38 AM	Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There were key pieces of information missing from the Cheese Omelet recipe. Corrective Action: Submit an updated standardized recipe for the Cheese Omelet. Be sure to include all the requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	436	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 11:17 AM	Finding: At least 80 percent of the grains offered weekly on the serving line must be whole grain rich. Only 51.85 percent of products offered on the serving line during the week of review were whole grain-rich. Corrective Action: Describe how the menu would be changed to comply with the 80 percent 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 unbleached wheat flour or enriched grain items.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
05/06/2024	4926		Administrative Review		SFA			
Comments								
							Created By	Created Date
Best practice would be to have the negative balance on the Unpaid Meal Policy be the same for free, reduced-price and paid.								5/6/2024 10:54:54 AM
05/06/2024	4925		Administrative Review		SFA			
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								5/6/2024 10:15:27 AM

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•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)											
05/06/2024	4935	436	Administrative Review	Saint John Lutheran School	FSD						
Comments											
						Created By	Created Date				
The term "wheat" or "made with whole grains" on a label does not necessarily mean that a product is whole grain-rich. Always check the ingredient list to confirm the first ingredient is a whole grain (and any other grain ingredients in the list are enriched, if not whole), which means the product is whole grain-rich. Use the Whole Grain Resource to identify whole grains (https://fns-prod.azureedge.us/sites/default/files/resource-files/WholeGraineReport.pdf).											5/7/2024 9:32:40 AM
05/06/2024	4934	436	Administrative Review	Saint John Lutheran School	FSD						
Comments											
						Created By	Created Date				
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.											5/7/2024 9:28:33 AM
05/06/2024	4933	21	Administrative Review	Saint John Lutheran School	FSD						
Comments											
						Created By	Created Date				
Although it is stated in the school's Local Wellness Policy that desserts would be limited it was determined that extra, non-creditable items such as desserts are offered weekly. These foods do not credit toward the meal pattern but must be included in the dietary specifications (calories, saturated fat, trans fat and sodium). While offering extra, non-creditable items on occasion is allowable and can be an incentive for program participation, staying within the dietary specification limits can be very difficult when extras are frequently served.											5/7/2024 9:22:41 AM
05/06/2024	4932	25	Administrative Review	Saint John Lutheran School	FSD						
Comments											
						Created By	Created Date				
Discontinue offering second servings (with the exception of fruits and non-potato vegetables) free of charge to students. 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.											5/7/2024 9:18:23 AM
05/06/2024	4929	1405	Administrative Review	Saint John Lutheran School	SFA						
Comments											
						Created By	Created Date				
Please contact your local sanitarian to complete the 2nd inspection as the last day of school is May 24, 2024.											5/7/2024 8:19:00 AM