

Administrative Review Report

St. Joseph's School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/20/2019	03/29/2019
On-Site Review	03/29/2019	05/17/2019
Site Selection Worksheet	02/20/2019	02/28/2019
Entrance Conference	04/10/2019	04/10/2019
Exit Conference	04/11/2019	04/11/2019

Commendations:

Thank you to the staff at St. Joseph School for the courtesies extended to us during the on-site review. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

The Food Service Director was organized and ran a wonderful program. All of those running the food service operations were doing a wonderful job with maintaining records and general program operations.

Recommendations:

- Single use storage containers should only be used once. It is recommended to purchase NSF containers for multi-use containers.
- SFA inquired if students needed to sign the Employee Reporting Agreement since they have students help serve meals during lunch. The FSD already trained students on food safety and the information in the Employee Reporting Agreement. The students sign a sheet that they attended the training. The NPC & PHN discussed that this was sufficient and the SFA should continue to work with their sanitarian to make sure they are meeting local regulations. The students are not required to sign the Employee Reporting Agreement Food since they are not employees.
- Breakfast participation is extremely low. It was recommended to do some more breakfast promotion throughout the year by sending reminders home to parents.
- On the eligibility notification letters to households there was language regarding all student meals being free since the SFA participates in Provision Programs. St. Joseph does not participate in Provision 2 or CEP, therefore all meals are not free to all students and the statement is inaccurate. Technical Assistance was given to remove the language. Before documents go to households, the SFA make sure the language is applicable to them.

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Findings and Corrective Action:

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
Corrective Action History	Flagged 04/11/2019 11:27 AM	<p>Finding: On the Annual Financial Report, the revenues and expenses for nonprogram foods were not broken out. Nonprogram foods include all adult meals, catering and extra milk.</p> <p>CA: Submit a statement of understanding that Nonprogram Foods will be broken out moving forward.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
Corrective Action History	CAP Submitted 04/03/2019 10:18 AM	<p>Finding: Current LWP does not include all of the required content (information regarding the triennial assessment, updating the public, policy leadership, public involvement, and fundraisers being sold during the school day information needs to be updated).</p> <p>CA: Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Corrected in SNACS, no further action required.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
Corrective Action History	Flagged 04/25/2019 11:11 AM	<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>CA: 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>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	127	
Corrective Action History	Flagged 04/11/2019 11:17 AM	<p>Finding: SFA created a form that went with the registration packets. The form had the reduced Income Eligibility Guidelines (IEGs) on it. The reduced IEGs should only be in the public release and the Frequently Asked Questions Template, not on documents that the SFA creates.</p> <p>CA: Remove the Income Eligibility Guidelines on the registration packet form that the SFA created. Submit a copy of the letter to the Nutrition Program Consultant.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	

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Corrective Action History	Flagged 04/10/2019 02:23 PM	<p>Finding: The menu did not have the shortened nondiscrimination statement on it. The SFA also created a letter that went with the registration packet. It did not contain the full non discrimination statement on it.</p> <p>CA: Submit an updated copy of the menu and the letter used with the registration packet with the correct non-discrimination statement on it.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	400	
Corrective Action History	Flagged 04/11/2019 10:48 AM	<p>Finding: On the day of observation (4/10) the vegetable choices in the main entrée line ran out (carrots and celery). 10 students selected the main entrée line and did not have access to any vegetables. These meals are non-reimbursable. Fiscal action must be assessed for those 10 meals.</p> <p>CA: State what will be done in the future so that ¾ cup vegetables is offered to all students.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
Corrective Action History	Flagged 04/11/2019 10:49 AM	<p>Finding: French toast sticks served on the day of observation (4/10) were not whole grain-rich. All grains must be WGR.</p> <p>CA: Submit crediting documentation and/or nutrition information for the replacement WGR product selected.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
Corrective Action History	Flagged 04/11/2019 10:59 AM	<p>Finding: K-8 students must have access to at least 8 oz eq grain weekly. During the week of review students had access to minimum 6.25 oz eq grains. This is a weekly grain shortage and repeat finding from the 2016 review, which results in fiscal action. The day with lowest participation during the week of review was 92 (3/15) and is subject to fiscal action. A 1 oz eq cookie is offered daily on the salad bar. No more than 2 oz eq grain based dessert can be offered weekly on any line.</p> <p>CA: State what changes will be made to the salad bar line to comply. Submit crediting documentation for the diced ham on the salad bar. If it does not have crediting documentation, please discontinue using it and send crediting documentation for the new product selected. Consider utilizing the government commodity ham in the future, which does have crediting documentation.</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1410	
Corrective Action History	Flagged 04/11/2019 11:04 AM	<p>Finding: Mandarin oranges from China, fresh blueberries from Mexico, frozen broccoli from Mexico, grapes from Chile.</p>

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		CA: Submit a copy of completed non-domestic documentation for these products, as well as any other products found in inventory. https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx						
Form Name	Special Milk Program (2000)							
Corrective Action History	Flagged 04/11/2019 10:42 AM	Finding: The students in pre-k were drinking chocolate milk. 2-5 year olds can only have low-fat or fat-free milk. Flavored milk, including fat free is not permitted for children two through five years old in a pre-K setting. CA: Provide a statement of understanding that pre-k students under the age of 5 can not have chocolate milk and how the school will address the issue.						
Form Name	Special Milk Program							
Corrective Action History	Flagged 04/30/2019 12:55 PM	Finding: SFA was double counting and claiming students who had a milk during the 4k milk break at school and then went over to the day care, which also participated in SMP. CA: Double claiming has to stop immediately. Provide a statement on how the SFA will keep track students so that students are not being claimed twice. Work with the Nutrition Program Consultant on how to proceed for the following school year with SMP and the Daycare.						
Technical Assistance Entries:								
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/11/2019	486	410	Administrative Review	St. Joseph School				
Comments					Created By		Created Date	
Breakfast production records are non-traditional due to the low breakfast participation rate (<6 students daily). While they do not meet all of the requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf) sufficient information is recorded for the few meals sold daily. Records reviewed and approved by State Agency.							4/11/2019 11:09:01 AM	
04/11/2019	485	410	Administrative Review	St. Joseph School				
Comments					Created By		Created Date	
On production records differentiate between the number of entrée meals and salad bar meals sold daily							4/11/2019 11:07:17 AM	
04/11/2019	484	409	Administrative Review	St. Joseph School				

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Comments	Created By	Created Date
Production record and crediting reminders: Students must select 2 halo oranges to equal ½ cup fruit 1 ounce by weight of nuts or seeds = 1 oz eq M/MA Tomatoes credit cup for cup. Salad bar production records incorrectly state 1/2 cup tomatoes = ¼ cup red/orange vegetable. Be certain to record all items offered on production records. ½ cup baked beans was not recorded on 3/15. Verified that they were served with invoice.		4/11/2019 11:06:28 AM