

Administrative Review Report

Our Lady Lake Catholic School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/01/2022	05/01/2023
On-Site Review		
Site Selection Worksheet	11/01/2022	04/30/2023
Entrance Conference		
Exit Conference		

Commendations:

Thank you to all staff at Our Lady Lake for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Authorized Representative for the quick response to questions and investment in the school meal programs. The SFA was receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

Recommendations:

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Findings and 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	<p>Flagged 06/21/2023 08:37 AM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required-content, specifically listing the stakeholders. (7 CFR 210.31).</p> <p>CA: 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. Use this link for help on your wellness policy, https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf. Or go to the DPI website, click Program requirements, scroll down to Local wellness Policy, click there and see Local Wellness Policy Checklist. This is where you can observe what is needed in your policy. You are welcome to copy and paste italics.</p>
Site Name	Our Lady of the Lake Catholic	
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	<p>Flagged 06/21/2023 07:45 AM</p>	<p>During the week of review there was a vegetable sub group shortage, daily and weekly.</p> <p>Finding : Daily and weekly vegetable shortage</p> <p>Weekly vegetables offered/served = 3 ½ cup . Weekly requirement = 3 ¾ cup Thursday and Friday, short at least ¼ cup each day, as only ½ cup offered Dark green vegetables were not offered over the course of the week Red orange vegetable sub group was short ¼ cup over the course of the week.</p> <p>Corrective action : Please submit a lunch menu planning worksheets for one week, meeting all component and vegetable sub group minimums.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
05/02/2023	3558	1404	Administrative Review	ALL				
Comments								
						Created By		Created Date
Technical Assistance was provided about using stakeholders consisting of teachers, principal, parents, food service director or staff, office personnel, nurse, etc. Having just the Executive School Board does not define if there are various stakeholders. This was discussed and will be addressed at their next Wellness Meeting.								5/3/2023 1:41:32 PM
04/26/2023	3505	1	Administrative Review	ALL				

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Comments	Created By	Created Date
Technical Assistance was provided to the director to understand that when one sibling qualifies for a meal benefit, it should extend to all siblings in the family. Then all the siblings receive the same benefit.		4/26/2023 8:47:47 AM