

# Administrative Review Report

Christ St. John Lutheran School

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/23/2024	03/19/2024
On-Site Review	03/19/2024	03/19/2024
Site Selection Worksheet	01/23/2024	01/23/2024
Entrance Conference	03/19/2024	03/19/2024
Exit Conference	03/19/2024	03/19/2024

## Commendations From Nutrition Program Consultant

My sincere thanks to the staff at Christ St. John's Lutheran School for your warm welcome. I appreciate the time and efforts spent preparing for and participating in the administrative review. I appreciate your willingness to learn and be receptive to feedback and technical assistance. I was impressed with the clean and pleasant environment and the friendly smiles for the students. I loved the fruits and vegetables offered along with the colorful signage. You have a lot to be proud of!

Awesome job and thank you for what you do for kids!

## Commendations From Public Health Nutritionist:

Thank you to all staff at Christ St. John's Lutheran School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The Food Service Director was very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

## Recommendations:

- Registration for the DPI [School Nutrition Summer Training](#) is coming soon! Our *Opening Ceremonies* kick off this year's conference the afternoon of Monday, July 15, with classes running through Wednesday, July 17. Stay tuned for the conference schedule and registration, coming in early April. Get ready to champion excellence in school nutrition!
- See the [DPI School Nutrition Webpage](#) for up-to-date guidance, training opportunities, and information related to this report.

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/19/2024 12:59 PM	<p>Finding: The Unpaid Meal Charges policy has conflicting information as to whether a meal will be denied for a negative account balance.</p> <p>Corrective Action: Provide a timeline of when the policy will be corrected. Corrected onsite. NO FURTHER ACTION NEEDED.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/19/2024 01:47 PM	<p>Finding: On the Annual Financial Report, all the revenues and expenses we not recorded correctly.</p> <p>Corrective Action: Review the Annual Financial Report webcast on the DPI website. While following the AFR manual, complete a corrected AFR Template which is found on the DPI School Nutrition website. Upload this document into SNACS. Once approved, an NPC will forward it to the DPI accountant to make the adjustments in the system.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	801	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/19/2024 01:21 PM	<p>Finding: The Public Release was distributed to several grassroots organizations but not to the local media as required in (7 CFR 245.5(a)(2)).</p> <p>Corrective Action: Upload into SNACS the name of a local media outlet where you will attempt to publish the public release for school year 2024-25.</p>

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<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/19/2024 01:23 PM</p>	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI template policy (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a>), develop procedures for the SFA and upload into SNACS and indicate where families can access this information.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	805	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/19/2024 01:24 PM</p>	<p>Finding: 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>Corrective Action: 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. (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx</a>).</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	Flagged 03/19/2024 01:40 PM	<p>Finding: The SFA does not have a Wellness Committee in place and the SFA has not completed the triennial assessment of the Local Wellness Policy.</p> <p>Corrective Action:</p> <ul style="list-style-type: none"> <li>• Create a Wellness Committee with a diverse group of stakeholders including public stakeholders.</li> <li>• Complete the triennial assessment of the Local Wellness Policy, then complete the Report Card that includes the WellSAT scores.</li> <li>• Notify the public of the results of the triennial assessment.</li> <li>• In SNACS, provide a timeline for when the triennial assessment will be completed.</li> </ul>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/19/2024 12:30 PM	<p>Finding: The correct non-discrimination statement was not included or is missing on program materials. The SFA is using both the 2015 Nondiscrimination Statement (NDS) and the 2022 NDS on materials distributed and on the webpage. The NDS must be consistent. In addition, the NDS must be added to the Unpaid Meal Charges Policy, the Local Wellness Policy, the USDA Complaint Policy, and the Special Dietary Needs policy.</p> <p>Christ St. John Lutheran Schools is permitted to use an exemption of Title IX of the Education Amendments of 1972 if there is a conflict between Title IX and the school's governing religious tenets.</p> <p>Corrective Action: Update program materials to include the correct non-discrimination statement on all benefit eligibility notification letters and verification letters. Upload into SNACS a copy of each updated letter.</p> <p>The correct nondiscrimination statement was added to all necessary policies while onsite. These policies do not need to be uploaded to SNACS.</p>
<b>Site Name</b>	Christ St Johns Lutheran Sch	
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)	
<b>Question #</b>	318	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/19/2024 12:55 PM</p>	<p>Finding: Meal counts were not taken as the student received their reimbursable meal in both the PK classroom and the regular meal service.</p> <p>Corrective Action: In SNACS describe the new meal counting process for both the PK classroom and regular meal service. Indicate when the change will be in effect.</p>
<b>Site Name</b>	Christ St Johns Lutheran Sch	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	410	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/19/2024 10:42 AM</p>	<p>Finding #1: There was a weekly meat/meat alternate shortage for the week of review with the daily alternate menu option (Un crustable). Each day, an Un crustable is offered (1 oz eq m/ma) as the alternate entree. Although this meets the daily meat/meat alternate requirements, this will not meet the weekly requirements (5 oz eq offered during the week of review; 8 oz eq m/ma required weekly for K-8 students).</p> <p>Corrective Action #1: Submit a statement explaining how this weekly meat/meat alternate shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p> <p>Finding #2: There was a weekly grain shortage at lunch during the week of review. The minimum grain offered over the course of the week was 6 oz eq grain, which does not meet the minimum 8 oz eq grain requirement for the K-8 meal pattern. The following represent the planned minimum grain offered each day during the week of review: Monday: 1 oz eq from Un crustable Tuesday: 1 oz eq from Un crustable Wednesday: 1 oz eq from muffin Thursday: 2 oz eq from pulled pork sandwich Friday: 1 oz eq from Un crustable</p> <p>Corrective Action #2: Submit a statement explaining how this weekly grain shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
<b>Site Name</b>	Christ St Johns Lutheran Sch	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	434	
<b>TA Log #</b>	No TA Log# found	

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<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>03/19/2024 10:36 AM</p>	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. While there was a recipe for spaghetti sauce, the recipe was not standardized.</p> <p>Corrective Action: Submit a standardized recipe for the spaghetti sauce. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a>).</p>
<b>Site Name</b>	Christ St Johns Lutheran Sch	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	436	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>03/19/2024 10:39 AM</p>	<p>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.</p> <p>Finding: The spaghetti noodles used during the week of review were not whole grain-rich, nor were they enriched. Therefore, this product is not allowable in the NSLP.</p> <p>Corrective Action: Describe how the menu would be changed to comply with the whole grain-rich requirements. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation for the item that will be planned in place of this product.</p>
<b>Site Name</b>	Christ St Johns Lutheran Sch	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1409	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>03/19/2024 01:06 PM</p>	<p>Finding: SFAs are required to ensure that the storage of USDA Child Nutrition Program food is safeguarded against theft, spoilage, and other loss (7 CFR 210.13(d)).Milk is being</p>

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	<p>held in the PK classroom refrigerator with no recorded temperatures.</p> <p>Corrective Action: Provide a plan for how temperature records will be maintained for the PK classroom refrigerator and the corrective action that will take place if the refrigerator is above 41 degrees.</p>
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## Technical Assistance Entries:

Comments	Created By	Created Date
<p>The USDA requires all SFAs, to inform families of where their students can receive a free meal in the summer months. It is recommended to share the following in an end of year newsletter and/or on the SFA website.</p> <p><i>To find free summer meal locations:</i></p> <ul style="list-style-type: none"> <li>• Call 211 to locate meals in the area</li> <li>• Text 'food' (in English or Spanish) to 304-304</li> <li>• Check the Site Finder Map on the Summer Food Service Program webpage</li> </ul>		3/19/2024 1:28:45 PM
Comments	Created By	Created Date
<p>A portion of the salary for non-school nutrition staff, with duties related to the school nutrition program, can be charged to the food service account. A yearly time study based on the actual amount of time worked, specifically for the purpose of school food service, is required. An optional Time Study Tool is located on the DPI School Nutrition website.</p>		3/19/2024 1:17:21 PM
Comments	Created By	Created Date
<p>The school food authority (SFA) has a responsibility to protect the food, equipment, and supplies purchased with USDA federal funds or donations intended to be used in the USDA Child Nutrition Programs. Steps must be taken to ensure food for school meals is not contaminated, stolen, or accidentally used for non-program purposes. Precautions to safeguard the USDA Child Nutrition Program foods and equipment should include storing food separately, locking or limiting access to storage areas, limiting the use of certain pieces of equipment, etc.</p> <p>Code of Federal Regulations, Title 7, Agriculture, PT. 210-299, (d) Storage. <i>The school food authority shall ensure that the necessary facilities for storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss.</i></p>		3/19/2024 12:43:26 PM
Comments	Created By	Created Date
<p>The Confirming Official is not required to confirm every application, only the application(s) chosen for verification unless otherwise directed by DPI.</p>		3/19/2024 12:33:36 PM

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Comments		
	Created By	Created Date
<p>Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work with staff to record accurate serving sizes on production records. For example, during the week of review the production record indicated ¼ cup serving of spaghetti sauce, but the recipe indicates ½ cup serving. Another example is the pulled pork recipe: the production record indicates a 2 oz. serving of meat, whereas the recipe indicates a 3 oz. serving. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste.</p>		
		3/19/2024 12:11:50 PM
Comments		
	Created By	Created Date
<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 (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a>; <a href="https://dpi.wi.gov/school-nutrition/directory">https://dpi.wi.gov/school-nutrition/directory</a>). A few recipes used during the review week lacked pieces of information necessary for standardized recipes: -Sloppy Joe recipe: missing serving utensil, weight per pan, number of pans, and pan size -Pulled pork recipe: missing serving utensil, total weight, volume, number of pans, and pan size. Technical assistance was provided on-site to analyze each portion of the recipe. This is needed for menu planning to ensure that the portions offered are actually what is intended.</p>		
		3/19/2024 10:31:35 AM
Comments		
	Created By	Created Date
<p>The following products were identified in the SFA's storage area as non-domestic and not documented: Red grapes (Chile). Please add this to your existing Buy American Noncompliant List.</p>		
		3/19/2024 10:23:33 AM