

Administrative Review Report

Holy Rosary School

Review Schedule:

| Schedule Type | Start Date | End Date |
|--------------------------|------------|------------|
| Off-Site Review | 10/06/2023 | 11/09/2023 |
| On-Site Review | 11/09/2023 | 11/09/2023 |
| Site Selection Worksheet | 10/25/2023 | 10/25/2023 |
| Entrance Conference | 10/13/2023 | 10/13/2023 |
| Exit Conference | 11/16/2023 | 11/23/2023 |
| Exit Conference | 11/14/2023 | 11/21/2023 |

Commendations:

Thank you to the school nutrition professionals and volunteers at Holy Rosary School for the warm welcome and cooperation during the administrative review. The volunteer lunch service staff is organized, aware and careful of food safety, and very interested and willing to meet program requirements.

Administrative Review Report

Holy Rosary School

337125

Findings and Corrective Action:

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| Form Name | Meal Counting and Claiming (300 - 311) |
| Question # | 305 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: 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. The policy should specifically address how the SFA will handle any bad debt from student meal accounts. (SP 46-2016)</p> <p>Corrective Action: 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 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: The SFA does not track and account for all revenues and expenditures for the nonprofit school food service account separately (7 CFR 210.19).</p> <p>Corrective Action: Provide a detailed Profit and Loss statement covering the entire school year July 1, 2022 to June 30, 2023 that clearly shows all expenses and revenues from/to the nonprofit school food service account. Submit a statement on how revenues and expenditures will be tracked separately for the nonprofit school food service account from this point forward.</p> |
| Form Name | Maintenance of Non-Profit School Food Service Account (700 - 705, 777) |
| Question # | 701 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: Based on the SY 2022-23 Annual Financial Report, the nonprofit school food service account has a net cash resource in excess of six months average expenditures. The SFA does not currently have an approved spend down plan from the State Agency (7 CFR 210.9(a)).</p> <p>Corrective Action: Submit a plan and timeline for reducing the net cash resources to below six months operating expenditures. Please note, a formal notification and report may also be required outside of the AR process in Spring of 2024.</p> |
| Form Name | Maintenance of Non-Profit School Food Service Account (700 - 705, 777) |
| Question # | 777 |
| TA Log # | No TA Log# found |
| Due Date | |

Administrative Review Report

Holy Rosary School

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| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: The SFA has received Supply Chain Assistance Funds (Round 1 and the Round 2&3 reallocation) and is not in compliance with the Attestation signed to receive the funds. The SFA is not aware of what the funds can be spent on, and the funds are not being tracked separately.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent. See the TA section of this report for a tracking template your SFA may choose to use.</p> |
| Form Name | Civil Rights (800 - 807) |
| Question # | 801 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: 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>Corrective Action: Provide a statement of understanding that the Public Release template found on the DPI website will be used moving forward to ensure all required information is included and that this SFA sends a public release at the beginning of the school year.</p> |
| Form Name | Civil Rights (800 - 807) |
| Question # | 803 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Findings: The SFA does not have internal procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: 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. Share these with front office staff and program staff.</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 | <p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (7 CFR 210.31). It lacks language on public involvement, statement(s) regarding adhering to nutritional requirements of the National School Lunch Program nor a link to the meal pattern requirements, does not address food sold outside of the School Meals Program, does not address food</p> |

Administrative Review Report

Holy Rosary School

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| | <p>and beverage marketing, does not include a goal for nutrition promotion, does not include language about the Triennial Assessment, and does not include language specifying how the SFA will inform and update the public about the content and implementation of the policy.</p> <p>Corrective Action: 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 # | 1002 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated. There is no evidence the policy has been updated in the last 10 years.</p> <p>Corrective Action: Provide a plan on when, how and by whom the LWP will be reviewed and updated.</p> |
| Form Name | Local School Wellness (1000 - 1006) |
| Question # | 1004 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee. There is no practice of convening a Wellness Committee.</p> <p>Corrective Action 1: Invite potential stakeholders and the school community to participate in the Wellness committee. Upload proof of this public invitation.</p> <p>Corrective Action 2: After this invitation, provide a list of the Wellness committee members and their positions. Convene a meeting of the Wellness committee. Upload the minutes of the Wellness committee meeting into SNACS.</p> |
| Form Name | Local School Wellness (1000 - 1006) |
| Question # | 1005 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: SFA has not completed a triennial assessment of the Local Wellness Policy.</p> <p>Corrective Action: Complete the triennial assessment of the Local Wellness Policy and notify the public of the results. Provide proof that the public was notified of the results of the Triennial Assessment. Upload a copy of the Report Card that includes WellSAT scores into SNACS.</p> |
| Form Name | Certification and Benefit Issuance (124 - 142) |
| Question # | 126 |
| TA Log # | No TA Log# found |

Administrative Review Report

Holy Rosary School

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| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: 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>Corrective Action: Utilizing the SFA-1 form uploaded into SNACS with the specific application and certification error, correct the error by following the instructions on this SFA-1 form. Upload into SNACS a copy of the Adverse Action letter sent to the household, the original application with any corrections made on it, and an updated, corrected Benefit Issuance list showing this student's new eligibility date.</p> |
| Form Name | Certification and Benefit Issuance (124 - 142) |
| Question # | 134 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | CAP Submitted |
| Corrective Action History | <p>Finding: The SFA did not perform Direct Certification (DC) in the required timeframes. Full Enrollment DC runs must be performed at least 3 times each school year: at or around the beginning of the school year, 3 months after the initial match and again 6 months after the initial match (7 CFR 245.6).</p> <p>Corrective Action: Provide a statement of how and when the SFA will perform the full enrollment DC runs in the required time frames during the school year.</p> |
| Form Name | Certification and Benefit Issuance (124 - 142) |
| Question # | 138 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding 1: The SFA did not effectively update student eligibility changes to the benefit issuance list (BI) or the point of service (POS) but backdated eligibilities determined after the first day of school.</p> <p>Finding 2: The SFA did not determine applications based on the information provided, nor according to the required timelines, nor indicate determinations on the back of the applications. The SFA was not aware of using the conversion factors to annualize income, or notating how income was calculated.</p> <p>The following Corrective Action applies to Q 140, Q129, and Q128 also.</p> <p>Corrective Action 1: The food service director will complete all 4 parts of the Free and Reduced Training available in the SNT's online learning library: Overview of the Free and Reduced Eligibility Process (Part 1), The Verification Process and the Verification Collection Report (Part 2), Special situations in Free and Reduced Eligibility (Part 3) and the Knowledge Check (Part 4). Upload a certificate of completion for each part into SNACS.</p> |
| Form Name | Verification (207 - 215) |

Administrative Review Report

Holy Rosary School

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| Question # | 208 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: SFA did not complete a confirmation review before verifying application(s).</p> <p>Corrective Action: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the Confirming Official for the selected application(s) and the application signed and dated by the Confirming Official, before reaching out to households selected for verification.</p> |
| Form Name | Verification (207 - 215) |
| Question # | 209 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: Applications selected for verification were not verified correctly (7 CFR 245.6a). The SFA did not follow-up with household for clarification for all income sources listed. The household provided net income information rather than gross income information.</p> <p>Corrective Action 1: Have the verifying official review the "The Verification Process and the Verification Collection Report (Part 2) " self paced learning module located on the DPI website (https://media.dpi.wi.gov/school-nutrition/verification-process-verification-collection-report/index.html#/) and upload a copy of the completed quiz into SNACS.</p> <p>Corrective Action 2: Submit a statement of understanding on how the verification process will be completed correctly in the following school year.</p> |
| Form Name | Meal Counting and Claiming (314 - 316) |
| Question # | 314 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: SFA is not following the current approved contract, nor meeting the Permanent Agreement by not serving reimbursable meals to students each full school day. The SFA has made no program provision for days when the Joint Agreement SFA does not provide meals.</p> <p>Corrective Action: Submit a plan for ensuring that meals provided during days the Joint Agreement does not include still meet meal pattern requirements and program regulations. See the TA section of this report for additional considerations.</p> |
| Form Name | Civil Rights (809 - 810) |
| Question # | 810 |
| TA Log # | No TA Log# found |
| Due Date | |

Administrative Review Report

Holy Rosary School

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| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: The correct non-discrimination statement was not included on all program materials. The SFA provided an out of date non-discrimination statement (uploaded into SNACS) in response to the questionnaire. The SFA did insert the correct (2022) non-discrimination statement in the Student Handbook however, that update was made on 11/3 23 and evidently not a part of the handbook supplied to students/households at the beginning of the school year. The menu as it appears on the school website does not include the shortened non-discrimination statement.</p> <p>Corrective Action: Submit a statement that all program materials will include the current (2022) version of the non-discrimination statement, or the shortened statement. Upload a copy of Holy Rosary's lunch program menu with the shortened statement.</p> |
| Form Name | Professional Standards (1210 - 1219) |
| Question # | 1217 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: 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. The designated food service director is required to complete 12 hours of training annually and to track the amount of training time.</p> <p>Corrective Action: Include all training hours completed this school year for each school food service employee onto the DPI professional standards training tracking tool, or an equivalent SFA-designed manner, and upload into SNACS.</p> |
| Form Name | Food Safety & Buy American (1400 - 1403) |
| Question # | 1403 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | CAP Submitted |
| Corrective Action History | <p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Canned Pineapple Tidbits (Indonesia)</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic product: Pineapple Tidbits. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).</p> |
| Form Name | Meal Counting and Claiming - Day of Review (317-321) |
| Question # | 318 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). The point of service (POS) does not</p> |

Administrative Review Report

Holy Rosary School

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| | <p>provide a reliable or accurate meal count due or daily or monthly record because the roster is susceptible to unclear, crowded and crossed out entries. Student's nicknames are listed on roster with no last names, adult meal entries are mixed with student entries. There is no place to tally daily counts, no room to indicate student eligibilities after the day's service. Only monthly totals are determined by category, at the end of each month, thus no edit check can be used, nor can student eligibilities that change throughout the month be counted accurately.</p> <p>Corrective Action: Correct the POS to ensure accurate counts are tracked by revising the roster used so that daily totals can also be recorded. Consider having only one roster for a day or week rather than an entire month. Then submit one month of operating days meal counts and a corresponding edit check report prior to claiming.</p> |
| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) |
| Question # | 409 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: Due to the meal pattern concerns noted in the previous corrective action and a knowledge deficit identified in the joint school's understanding of meal pattern requirements, the following corrective action is to dedicate time to training and education.</p> <p>Corrective Action: Staff responsible for determining if meal pattern requirements are being met daily and weekly must complete the lunch meal pattern webcast (https://media.dpi.wi.gov/school-nutrition/lunch-meal-pattern/story.html). Submit a certificate of completion for each staff member, or if completed as a group, submit a meeting agenda detailing the date, training material reviewed including the required webcast, and the staff who attended.</p> |
| 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>Finding: The planned menu for the week of review did not meet daily and weekly meal pattern requirements. Transport sheets, standardized recipes, and crediting documentation are evaluated to determine how meals planned and served meet meal pattern requirements. Due to inconsistencies between documentation (e.g. transport sheets, standardized recipes, crediting documentation, etc.), discussion with school nutrition professionals, and observations, meal pattern requirements for grains, MMA, vegetables, and vegetable subgroups were not met.</p> <ol style="list-style-type: none"> 1. No vegetables from the beans/peas/legumes subgroup were served during the week of review, which is a missing vegetable subgroup. This was a finding on the previous Administrative Review and is subject to fiscal action. 2. Insufficient weekly dark green vegetable were offered during the week of review. The Lettuce Salad is a 50/50 romaine and iceberg lettuce mix and credits as half the volume served. The portions planned were 3/4 cup on Monday, October 2, and 3/4 cup on Wednesday, October 4. The total |

Administrative Review Report

Holy Rosary School

creditable volume is $\frac{3}{8}$ cup, and because the mix is 50% iceberg and 50% romaine, half credits towards the other vegetable subgroup ($\frac{3}{16}$ cup) and half towards the dark green ($\frac{3}{16}$ cup). This totals $\frac{3}{8}$ cup of Dark Green vegetables over the week, short of the $\frac{1}{2}$ cup requirement. **This was a finding on the previous Administrative Review and is subject to fiscal action.**

3. Insufficient weekly grain quantity offered during the week of review. Daily, students are able to choose the PBJ entrée, which meets the 1 ounce equivalent daily grain requirement. However, when selected daily, it is short of the weekly 8 ounce equivalent requirement. There is no documentation on the monthly menu nor on the transport sheet of additional grain(s) available to these students. **This was a finding on the previous Administrative Review and is subject to fiscal action.**
4. There was insufficient crediting documentation and recipe standardization to determine the M/MA serving per portion in the spaghetti with meatballs, cold ham sandwich, scalloped potatoes and ham, turkey sub and tuna sub leading to a daily and weekly meat/meat alternate shortage.
5. The daily minimum requirement for vegetables was not met for K-5 for lunch on October 4, 2023 during the week of review (October 2-6, 2023) for the Cold Ham Sandwich and PBJ entrees. These students only had access to $\frac{3}{4}$ cup of 50/50 lettuce mix, which credits as $\frac{3}{8}$ cup (i.e. half the volume served) and short of the daily minimum requirement of $\frac{3}{4}$ cup. **This was a finding on the previous Administrative Review and is subject to fiscal action.**

Fiscal action is required for any repeat violations from the previous Administrative Review. Because insufficient daily vegetable quantity, missing beans/peas/legumes vegetable subgroup, insufficient weekly vegetable subgroup quantity, and insufficient weekly grain quantities were found during the last AR as well as the current AR, fiscal action will be applied.

Corrective Action:

1. Please sign and submit the statement below detailing how you will ensure meals served to students at Holy Rosary School will meet the meal pattern daily and weekly quantity requirements.

It is the responsibility of your site to ensure that all meals offered to your students meet the meal pattern requirements, even if you are not preparing the meals. Do you agree to review the planned menu and product documentation from Darlington Community School District prior to meal service (i.e., monthly or weekly) to ensure the minimum daily and weekly meal pattern requirements are met? Do you agree to contact Darlington Community School District if changes are required?

We agree to review the planned menu prior to service and contact Darlington Community School District if adjustments or changes are required.

We disagree.

If disagree was selected, submit a written statement specifically detailing how you will ensure meals served to students at Holy Rosary School will meet all meal pattern quantity requirement.

Administrative Review Report

Holy Rosary School

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| | <p>Authorized Representative Food Service Director</p> <p>2. Submit two weeks of menu planning worksheets for Lunch for the K-8 age/grade group for the week of review and one additional week, showing that all components and quantities will be met. Please complete menu planning worksheets to reflect the changes to the originally served menu. Refer to the Lunch Meal Pattern Table for daily and weekly requirements (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning)</p> |
| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) |
| Question # | 432 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: Production records and transport sheets are intended to be useful tools to record information prior to, during, and following production. They also serve as a communication tool to school nutrition professionals. On the transport sheets during the week of review, it was unclear which menu items were intended to be served together and what the serving sizes of some items were. The leftovers, milk usage, and condiment usage were not consistently filled in daily on the transport sheets. Additional missing information included the total quantity prepared in bulk units. Review the Transport Sheet Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/transport-sheet-requirements.pdf) and review and consider using the updated versions of DPI's transport sheets (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/transport-sheet.xlsx).</p> <p>Corrective Action: Please submit 2-3 sentences detailing step-by-step how transport sheets from the production kitchen will be reviewed for completeness and accuracy. Include whose responsibility it will be to contact the production kitchen in the event of a missing component or quantity shortage. Submit one full week of completed lunch transport sheets, including all required information 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> |
| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) |
| Question # | 433 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Nutrition Facts labels, Child Nutrition (CN) labels, and/or product formulation statements (PFS) clearly outlining dietary specifications (calories, saturated fat, sodium) and crediting information must be available onsite where meals are served, even if meals are prepared offsite. Crediting documentation should be updated at least twice per year and as new products are purchased or substituted. Documentation was not being kept onsite at Holy Rosary School. This requirement is outlined in the joint agreement template, #12: "The Seller shall comply with all other requirements of their DPI agreement/application as</p> |

Administrative Review Report

Holy Rosary School

it produces and makes available meals to the Purchaser, including providing the Purchaser with daily production/transport sheets indicating how menu items contribute to meal pattern requirements and supporting documentation for contribution.”

Processed foods that are not listed in the Food Buying Guide (FBG) must be accompanied by a Product Formulation Statement (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting. It is important to note that there can be discrepancies between the nutrition label and ingredients list from the online ordering guide of your vendor and the product formulation of the product sent. Evaluating the product formulation of products received is the most accurate way to track dietary specifications and ingredients lists.

Finding: Product specification sheets were submitted as crediting documentation; however, these are not acceptable forms of crediting documentation. Technical assistance was provided before and during the onsite review on what consists of acceptable crediting documentation. By the end of the onsite review, acceptable crediting documentation was not available for the products (listed below) served during the week of review and products served on the day of onsite review.

1. Diced ham
2. Sliced ham
3. Sliced turkey
4. Beef crumbles, a watermarked CN label was provided
5. Pork taco filling, a watermarked CN label was provided
6. Arrezzi brand meatballs
7. Sysco scalloped potato mix
8. Sunchips
9. Diced chicken

Corrective Action: Submit acceptable crediting documentation for the products listed above and include a statement explaining how you will maintain documentation on site.

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| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) |
| Question # | 435 |
| TA Log # | TA Log# exists |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. The following recipes were on file; however, were not being followed as written.</p> <ol style="list-style-type: none"> 1. Sub Sandwich (turkey and ham) 2. Turkey and Ham sandwich 3. Scalloped Potatoes and Ham 4. Taco Meat 5. Tuna Salad Sub 6. Meatballs and Sauce 7. Chicken and Gravy <p>Corrective Action: Submit a standardized recipe for each of the recipes above for K-8 making sure to include:</p> |

Administrative Review Report

Holy Rosary School

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| | <ol style="list-style-type: none"> 1. A sub and sandwich variety (turkey, ham, and tuna) as separate recipes, 2. including specific and current product information on all recipes, 3. revising the actual weights or measure of each ingredient to reflect current practices, and 4. ensuring the number of portions, portion sizes, and yields are accurate. |
| Form Name | Food Safety, Storage and Buy American (1404-1411) |
| Question # | 1405 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year (7 CFR 210.13). The SFA did not have documentation of receiving two food safety inspections in the prior school year, and does not have documentation on file indicating that two inspections were requested from the local regulatory authority.</p> <p>Corrective Action: Contact the local regulatory authority to request two food safety inspections each school year. Upload documentation into SNACS of this communication.</p> |
| Form Name | Food Safety, Storage and Buy American (1404-1411) |
| Question # | 1406 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: The most recent food safety inspection report was posted in the kitchen but not in a publicly visible location, nor where program participants could view it.</p> <p>Corrective Action: 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> |

Technical Assistance Entries:

| TA Date | TA Log # | Question # | TA Area | Site | SFA Contact | Email | Phone | User Name |
|------------|----------|------------|-----------------------|------|-------------|-------|-------|-----------|
| 12/06/2023 | 3843 | | Administrative Review | | AR | | | |

Comments

| | Created By | Created Date |
|--|------------|--------------|
| <p>Meal Counting & Claiming: U. S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each school that participates in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. It is necessary to first have daily totals of meals served in each eligibility category: Free, Reduced and Paid. It is also necessary to have accurate daily attendance records to complete an edit check. The prototype daily participation/ edit check</p> | | |

Administrative Review Report

Holy Rosary School

| form is provided by DPI. School agencies are not required to use this particular form but must perform an edit check after completing the calculations shown on the bottom of the form. For training on how to perform an edit check, please see our Online Learning Library. The course titled "Counting, Claiming and Point of Service" has an excellent section on edit checks: https://media.dpi.wi.gov/school-nutrition/point-of-service/story.html | | | | | | | | | |
|--|------|--|-----------------------|--|---------|--|--|------------|--------------|
| 12/06/2023 | 3842 | | Administrative Review | | AR | | | | |
| Comments | | | | | | | | | |
| | | | | | | | | Created By | Created Date |
| <p>Serving NSLP every school day: When you sign up to participate in the National School Lunch Program, you agree to provide a lunch every day school is in session for a full day. The language in the contract (permanent agreement) was developed to implement CFR 210.1 of the Child Nutrition Program regulations which describes how the National School Lunch Act provides cash assistance and commodity foods through the USDA to the states "to be used to assist schools in serving nutritious lunches to children each school day." Providing a meal every school day sometimes becomes difficult in private schools buying meals from a public school when they have different vacation days. Provisions should be made for these days when negotiating the Joint Agreement. Sometimes the joint school can provide bagged lunches for the following day, for example. It can also be a problem in schools that use a church kitchen if the church wants to serve a lunch on a school day. Or sometimes the parent-teacher organization may want to provide a special meal, like a pizza or hot dog day, for all students. In these cases, schools need to make sure they still provide a reimbursable meal for their students. Remember that anytime you make alternate arrangements for lunch, the meals provided to the students must still meet the meal pattern requirements, and you need to keep menus and production records to show the meal pattern was met. Some commercial restaurants have worked through the crediting process with USDA and have product formulation statements (pfs) for some products they sell to schools for school meals. Often, these menu items just contain one or two meal components, and the school must still determine how to provide appropriate serving sizes of fruit, vegetables, and milk, for example. Of particular importance anytime a special meal is served, schools must remember their obligation to provide meals free or at a reduced-price to those children eligible for free or reduced-price meals without overtly identifying those children.</p> | | | | | | | | | |
| 12/06/2023 | 3841 | | Administrative Review | | AR | | | | |
| Comments | | | | | | | | | |
| | | | | | | | | Created By | Created Date |
| <p>SCA Funds - Your SFA has received SCA funds of \$5750.66 on 3/22/22, \$566.31 on 5/15/23, and has accepted \$6643.42 in Round 4 funds which are yet to be distributed. For more information on SCA funds see our In a Nutshell document: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sca-funds-in-a-nutshell.pdf Use this tracker or develop your own method to document how you have spent-down all the SCA funds your SFA has received: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/sca-funds-expense-tracker.xlsx</p> | | | | | | | | | |
| 12/06/2023 | 3840 | | Administrative Review | | FSD, AR | | | | |
| Comments | | | | | | | | | |
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Administrative Review Report

Holy Rosary School

| <p>Complaints of Discrimination: Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous. All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. Use the DPI template to develop your SFA-specific procedures: Template Civil Rights Complaint Procedures for SFAs. If a complaint of discrimination is received at your district, the following procedures should be followed: 1. Document the complaint. USDA Program Discrimination Complaint Form (Espanol) 2. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instructions (DPI) Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 Fax: (608) 267-0363 Email: jessica.sharkus@dpi.wi.gov 3. Maintain a separate Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know. Civil Rights Complaint Log</p> | | | | | | | | | |
|---|------|-----|-----------------------|--------------------|-----|--|--|------------|--------------|
| 12/06/2023 | 3836 | | Administrative Review | | FSD | | | | |
| Comments | | | | | | | | | |
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| <p>The Free and Reduced Meal Application provided by USDA and distributed by DPI is updated each school year. At the beginning of each school year, prior to distribution of the application, ensure that you are using only the current year's application, and that you enter your school's name and address to the top right corner of the application. Plan your distribution of application materials to include the instructions and the frequently asked questions. Offer these materials in other languages if families have a need. Then plan your work-flow to be able to determine applications within a few days of receiving them, notify families of their student's eligibilities, and keep an updated Benefit Issuance list. Remember that the Determining Official signs the back of each application and indicates the way in which these students are eligible. To assist in determining applications, download the Example Forms of Completed Applications: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/example-income-eligible-application.pdf as a reference.</p> | | | | | | | | | |
| 11/09/2023 | 3839 | 603 | Administrative Review | Holy Rosary School | FSD | | | | |
| Comments | | | | | | | | | |
| | | | | | | | | Created By | Created Date |
| <p>Seconds: During the initial phone call, the FSD mentioned volunteer school nutrition professionals may occasionally serve second servings of entrees to students in order to reduce waste. Discontinue offering second servings (with the exception of fruits and 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. If students are still hungry, second servings of fruits and vegetables may be provided, or second entrees may be sold a la carte.</p> | | | | | | | | | |
| 11/09/2023 | 3838 | 411 | Administrative Review | Holy Rosary School | FSD | | | | |
| Comments | | | | | | | | | |
| | | | | | | | | Created By | Created Date |
| <p>The menu submitted for October and November 2023 were for Darlington Community Schools. Thus, the menu is not an accurate reflection of options available at Holy Rosary. The monthly menu is a key marketing tool for promoting the National School Lunch Program and</p> | | | | | | | | | |

Administrative Review Report

Holy Rosary School

| informing students and parents on what will be served that day for meals. Having a menu that is personalized to the school and accurate may increase student and parent-buy in and participation in the program. | | | | | | | |
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| 11/09/2023 | 3837 | 435 | Administrative Review | Holy Rosary School | FSD | | |
| Comments | | | | | | Created By | Created Date |
| <p>The following recipes are not being followed as written by the production kitchen:</p> <p>Sub Sandwich: The turkey sub is prepared with 2 slices of turkey when the USDA Foods product is in stock, or 4 slices of turkey when the USDA Foods product is not in stock. The ham sandwich is prepared with 4 slices of ham, which is not a USDA Foods product. No acceptable crediting documentation was provided for either product prior to or during the onsite review, only product specification sheets. These recipes need to be standardized to the products used, and if substitutes or alternate products are received, then new crediting documentation is needed, and the recipes need to be revised. Inform production kitchen staff of the revisions to ensure meal pattern contributions and meal pattern requirements. Turkey or Ham Sandwich: Similar issues were found with this recipe, as with the sub sandwich recipe. The recipe did not include accurate weights and measures of the products being used, resulting in inaccurate meal pattern contributions, and it is unclear from the recipe how many sandwiches of turkey versus ham are made from the bulk quantity prepared for each grade group (i.e. K-8 and 9-12). It is recommended that two separate recipes are written - one for the turkey sandwich and one for the ham sandwich, or to only document the ingredient portions to make one single serving of each the ham and the turkey.</p> <p>Scalloped potatoes: The scalloped potatoes recipe was not followed as written and could not be credited due to missing the crediting information for turkey ham and scallop potatoes (Basic American Foods PFS provided, Sysco Scalloped Potatoes being used). Total recipe yield for the K-8 grade group is unknown. Additionally, the serving size of 1 cup did not match the serving utensil (3 oz scoop). The recipe was being made as 3 boxes of scalloped potatoes with one 5 lb bag of diced ham and 1 lb of margarine. This recipe needs to be standardized for how it is being prepared in the kitchen and total yield along with crediting documentation needs to be on file to credit the recipe.</p> <p>Taco Meat: The taco meat recipe could not be credited due to missing total yield and total number of portions for the K-8 age/grade group. Though the recipe is written for a single portion, the ingredients are listed in bulk with no combined total yield for the K-8 and 9-12 age/grade groups. The recipe was not followed as written. Instead, 40 lb of beef crumbles, 20 lb of port taco filling, 4 teaspoons of taco seasoning, 5 jugs of taco sauce, and 1.5 gallons of water are used. Beef crumbles (2.4 oz = 2.0 oz eq), 40 lb yields 533.33 oz eq Pork Taco filling (3.17 oz = 2.0 oz eq), 20 lb yields 201.89 oz eq 533.33 oz eq + 201.89 oz eq = 735.19 oz eq M/MA total 735.19 oz eq / total servings (unknown information) = (unknown) oz eq per serving.</p> <p>Tuna Salad: This recipe was not followed as written. The tuna salad is prepared with 1.5 cups of Miracle Whip, 1/2 ounce of pickle juice, and 1 (66.5 oz) can of tuna. The tuna salad is served using a spatula, which is not a standardized measuring utensil; the recipe calls for a number 10 scoop (3/8 cup). The total yield of the recipe is unknown. A 66.5 oz can of tuna yields 51.2 oz eq according to the USDA FBG. If the menu planner intends a 2.0 oz eq serving, then 51.2 oz eq divided by 2.0 oz eq yields 25.6 servings, or 25 servings of an unknown portion size.</p> <p>Spaghetti and Meatballs: This recipe was not followed as written. The recipe was prepared with 1.5 pouches of spaghetti sauce and 2 bags of meatballs per pan. The brand of meatball is not specified on the recipe, and meal pattern compliance documentation for the meatballs was from two different brands, OSI and Perdue. Meatballs from Arrezzio Italian brand were also stocked in the school kitchen. A serving size of meatballs and sauce is a 6 oz spoodle, containing 5 meatballs. Noodles are not listed on the recipe or on the production record; they</p> | | | | | | | |

Administrative Review Report

Holy Rosary School

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| <p>must be added to the recipe, as the meatballs and sauce are served on top of the noodles to the students. Crediting documentation was not provided for the Arrezio meatballs. The total yield of the recipe as prepared should be confirmed through the standardization process so accurate and consistent crediting can be determined.</p> | | |
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Chicken and Gravy: The chicken and gravy recipe is prepared at the high school for the high school, middle school, and joint school food authority. The recipe is prepared with 90 lb of diced chicken, 24 cans of chicken broth, 12 cans of cream of chicken, 1 cup of chicken base, 1.5 gallons of flour, and 3 gallons of water. Flour and water are adjusted as needed for the desired consistency. The serving size was 1 cup for K-8 and 1.5 cups for 9-12. However, the joint school food authority received $\frac{1}{2}$ cup servings, while the high school received $\frac{3}{4}$ cup servings. With changes to the ingredients and serving sizes, it is unclear how many total servings the recipe yields.