

# Administrative Review Report

Risen Savior Lutheran School

**Commendations:** Our sincere thanks to the administration and school nutrition staff Risen Savior Lutheran School. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information. Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2022-23 General Program Reminders which has been uploaded to the documents tab in SNACS.

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage (<https://dpi.wi.gov/school-nutrition/training>).

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1400	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/21/2023 09:25 AM</p>	<p><b>Finding:</b> At breakfast and lunch service, Temperature Control for Safety (TCS) foods such as milk, yogurt and cheese sticks were not temperature controlled using a refrigerated cooler, ice packs, or ice. This practice does not adhere to the Time as a Public Health Control standard operating procedure.</p> <p><b>Corrective Action:</b> Milk, cheese, and other dairy products are considered time/temperature control for safety (TCS) foods, and thus must be held under temperature control or be handled using time as a public health control procedures. Saving and re-servicing TCS foods held outside of temperature control is not allowable per the Wisconsin Food Code, although local enforcement by the sanitarian conducting food safety inspections may vary. Regardless of which option for serving TCS foods is used, a corresponding SOP must be included in the site-specific food safety plan and adhered to. Consider the following options to modify the current procedures:</p> <ol style="list-style-type: none"> <li>1. Utilize time as a public health control (TPHC) procedures.</li> <li>2. Utilize ice-lined containers, ice, or ice packs so that temperature control is used, along with monitoring of temperatures.</li> <li>3. Adapt and use the SOP for Monitoring of Temperature Option (for milk barrels). (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-milk-barrels-monitoring-temperature.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-milk-barrels-monitoring-temperature.docx</a>) Edit the SOP to remove language regarding milk barrels and add language pertaining to other TCS foods such as yogurt, cheese sticks, cut melon, cut leafy greens, etc.</li> <li>4. Work with local regulatory authority/sanitarian to develop an alternative, approved method for re-servicing milk and other TCS foods that have been held outside of temperature control during meal service.</li> </ol> <p><b>Submit a statement describing how TCS food items held outside of temperature control during service will be handled going forward for breakfast and lunch service. Add the SOP for Monitoring of Temperature Option to the Food Safety Manual. Submit a statement this has been completed.</b></p>
<b>Site Name</b>		
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1401	
<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 03/21/2023 09:14 AM</p>	<p><b>Finding:</b> The storage room at items stored for the School Nutrition Programs in boxes on the floor.</p> <p><b>Corrective Action:</b> Move the items off of the floor, at least 6 inches off of the floor. Corrected on site. No further action required.</p>
<b>Site Name</b>	Risen Savior Lutheran East Cam	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	400	
<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>	Flagged 03/21/2023 09:14 AM	<p><b>Finding:</b> The daily minimum requirement for milk was not met for K-8th grade breakfast during the day of review. Since the school utilizes breakfast in the classroom the students must have the option to select from all the food items offered. Since not enough milk was delivered to the classroom, not all students were given the option to select milk as a food item at breakfast time.</p> <p><b>Corrective Action:</b> Describe specifically how the daily minimum requirement for milk will be met for breakfast being served in each classroom.</p>
<b>Site Name</b>	Risen Savior Lutheran East Cam	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	500	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/21/2023 09:16 AM	<p><b>Finding:</b> Although no non-reimbursable meals were observed during the days of onsite review, many students were made to take more than what they needed at both breakfast and lunch. The breakfast and lunch Offer versus Serve (OVS) requirements are not fully understood by all staff at the point of service.</p> <p>OVS resources on WI DPI's Menu Planning webpage may be used as training resources (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</a>).</p> <p>The Meal Pattern e-learning resources may also be helpful (<a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description</a>).</p> <p><b>Corrective Action:</b> Have food service and school breakfast staff responsible for determining reimbursable meals attend a training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
<b>Site Name</b>	Risen Savior Lutheran East Cam	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/21/2023 09:39 AM	<p><b>Finding:</b> The most recent food safety inspection report was not posted in a publicly visible location.</p> <p><b>Corrective Action:</b> Post the food safety inspection report outside of the kitchen where it is publicly visible. Corrected on-site. No further action required.</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/20/2023	3204	801	Administrative Review	ALL	FSD			
Comments								
Public Release All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available. SFAs must annually distribute the Public Release to: <ul style="list-style-type: none"> <li>o Local news media</li> <li>o Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.))</li> <li>o Local employment office</li> <li>o Major employers contemplating or experiencing large layoffs</li> </ul> • SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.						Created By	Created Date	
							3/21/2023 10:00:44 AM	

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03/20/2023	3203	305	Administrative Review	ALL	FSD			
Comments								
Visiting Students: SFAs may claim visiting student reimbursable meals (K-12 students only). If serving 9-12 grade students, make sure to follow the 9-12 meal pattern when serving these students. Keep copies of the production record to document the meal served to the 9-12 students.						Created By		Created Date
								3/21/2023 9:59:04 AM
03/20/2023	3202	1400	Administrative Review	ALL	FSD			
Comments								
Sharing and No Thank You Tables Both sharing tables and no thank you tables are permitted in Wisconsin and do not require approval from the DPI SNT. However, there are considerations for School Food Authorities (SFAs) and Local Educational Agencies (LEAs) that must be followed to safely and responsibly implement each type of table. Refer to the Sharing and No Thank You Tables Toolkit for a comprehensive guide including standard operating procedures. • Definitions: o A sharing table is a designated table for food and beverage items that students do not intend to consume. Students may pick up items from the sharing table during the meal period. Items must be pre-packaged and unopened. Throughout meal service, the designated food handler(s) or trained supervising adult(s) must monitor the sharing table, inspect items for wholesomeness, and document items that are leftover. The table should not be located immediately after the point of service. o A no thank you table is a designated table placed after the point of service for food and beverage items that students do not intend to consume. Students may not pick up items from this table during the meal period. At the end of meal service, the designated food handler(s) or trained supervising adult(s) must inspect the items for wholesomeness and document items that are leftover. • Food safety decisions surrounding sharing and no thank you tables are at the discretion of the sanitarian and/or local regulatory authority. Implementation may vary across the state. • Sharing or no thank you tables are appropriate for students in first grade and up. Preschool, pre-kindergarten, and kindergarten students are considered a susceptible population at greater risk for foodborne illness.						Created By		Created Date
								3/21/2023 9:56:39 AM
03/20/2023	3201	317	Administrative Review	Risen Savior Lutheran East Cam	FSD			
Comments								
It is recommended that a printed monthly menu is posted in the cafeteria which will allow students the opportunity to see what is being served throughout the month. This may help increase meal participation since students are able to get excited about what is going to be served.						Created By		Created Date
								3/21/2023 9:33:14 AM
03/20/2023	3200	500	Administrative Review	Risen Savior Lutheran East Cam	FSD			
Comments								
During meal service observation, the line moved very slow. A food service assistant served each child each component (minus milk), which slowed down the line. Even young children are capable of serving themselves based on their likes and dislikes. Training and teaching are needed initially to help this change happen effectively, but just like anything else that happens in a school, it can be taught. Consider reorganizing the line, which may speed up meal service.						Created By		Created Date
								3/21/2023 9:27:06 AM
03/20/2023	3199	501	Administrative Review	Risen Savior Lutheran East Cam	FSD			
Comments								
Offer Versus Serve (OVS) is not being properly implemented. Students are served all five components rather than being allowed to select three components, including ½ cup fruit and/or vegetable. While OVS is optional for K-8 grade students at breakfast and lunch, it is highly encouraged in order to reduce food waste and allow students to make choices about which foods they select.						Created By		Created Date
								3/21/2023 9:18:04 AM