

Administrative Review Report

St. Francis School District

From the Nutrition Program consultant: Thank you to the staff at St Francis School District for the courtesies extended to everyone during the on-site review and for being available to answer questions and provide additional information. 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 and the food service team do a nice job of offering nutritional meals to students. It was a pleasure to work with everyone!

From the Public Health Nutritionist: Thank you to all the staff at Willow Glen Primary School and St. Francis High School for the warm welcome and cooperation during St. Francis School District Administrative Review (AR). Great job on meeting all daily and weekly lunch meal pattern requirements during the week of review. Thank you to the FSD for being available during the on-site portion of the review, and for providing all requested documents. Thank you for serving healthy, nutritious meals to your students!

Administrative Review Report

St. Francis School District

Findings and Corrective Action:

Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	107	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Notification Letters for Approval and Denial for meal benefits to the household did not contain the required information (7 CFR 245.6). The nondiscrimination statements need to be updated and formatted correctly.</p> <p>Corrective Action: Update the current approval and denial letter template and upload into SNACS a copy.</p>
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	110	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA's direct certification notification letter does not include all required information including how to notify the SFA of any additional school-aged children in the household not listed on the notification (7 CFR 245.6). It also did not have the most recent nondiscrimination statement in the correct format.</p> <p>Corrective Action: Provide a statement that the SNT Template Letter will be used or upload a corrected letter template for direct certification notification to the household into SNACS.</p>
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	311	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The food service director employed by FSMC submits the claims for the SFA. It was found that the SFA representative did not sign off after reviewing the report with the numbers used for the claim.</p> <p>Corrective Action: Please submit a statement moving forward how this issue will be corrected. Please submit a monthly report that is used for the claim showing the SFA representative signed off on the report.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	

Administrative Review Report

St. Francis School District

TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p>Corrective Action 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year.</p> <p>Corrective Action 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>	
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>Corrective Action: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action.</p>	
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content.</p> <p>Corrective Action: 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 #	1003	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	

Administrative Review Report

St. Francis School District

Corrective Action History		<p>Finding: SFA did not invite a diverse group of stakeholders to participate in the committee to develop, update and review the LWP per 7 CFR 210.31.</p> <p>Corrective Action: Provide a statement of understanding that the LWP committee must invite a diverse group of stakeholders.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
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.</p> <p>Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the district website.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA is not in compliance with nondiscrimination practices per 7 CFR 245.8. Overt identification of student's eligibility for meal benefits was noted during breakfast service. It was also noted that at lunch when a student needed to have their named typed in you could see by price what the child's eligibility was.</p> <p>Corrective Action: Provide a statement on how this SFA will</p>

Administrative Review Report

St. Francis School District

		correct the overt identification of students with meal benefits for breakfast and lunch.
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
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) before reaching out to households selected for verification.</p>
Form Name	Verification (207 - 215)	
Question #	211	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Verification Notification Letter did not have the current nondiscrimination statement in the letters that were used.</p> <p>Corrective Action: Submit a statement indicating that the DPI template letter will be used moving forward or upload an updated version of the SFAs verification notification letter into SNACS for approval.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The nondiscrimination statement was not included in the student handbook where the food service program is mentioned.</p> <p>Corrective Action: Add the nondiscrimination statement to required program materials and upload a copy of the statement that will be used in the student handbook moving forward.</p> <p>Finding: The nondiscrimination statement was not included on the school food service webpage where food service program information is provided.</p>

Administrative Review Report

St. Francis School District

		Corrective Action: Add the nondiscrimination statement to school food service webpage where food service program information is listed. Provide a copy of the nondiscrimination statement that will be used on the school food service webpage.
Form Name	Professional Standards (1210 - 1219)	
Question #	1214	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA representative did not complete the 12 hours of annual continuing education/training for the current school year and was unable to provide a training plan on how this will be met (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for how the 12 hours of continuing education/training will be met for the current school year for the SFA Representative. Provide a title/name of the SFA representative will be responsible for this requirement and will have oversight of the food service program.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Documentation of school food service director is not being tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>Corrective Action: Include all training hours completed this school year for the food service director onto the USDA or DPI Professional Standards Training Tracking Tool and upload a copy into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30). It was noted that the teaching staff handle the point of service for breakfast in the classroom.</p>

Administrative Review Report

St. Francis School District

		Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. Be sure that civil rights training specific to food service is included in this plan.
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did have a copy of the Food Safety Plan for each school. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13) It was noted that the food safety plan was missing a SOP for breakfast in the classroom and the HACCP form needed to be updated.</p> <p>Corrective Action: Update the food safety plan for Willow Glen to include a SOP for breakfast in the classroom and update the HAACP form. Please upload the SOP that will be used for breakfast in the classroom and HAACP form into SNACS.</p>
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Cucumbers- Product of Mexico Chunk Light Tuna- Product of Indonesia California Vegetable Blend- Product of Spain Yellow Cling Diced Peaches- Product of Greece Bell Peppers- Product of Mexico Dole Frozen Blueberries- Product of Canada.</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the listed non-domestic products. Noncompliant Product List templates can be found on the Buy American webpage.</p>
Site Name	Willow Glen Primary School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	411	
TA Log #	No TA Log# found	

Administrative Review Report

St. Francis School District

Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The daily minimum requirement for fruit was not met for the K-5 grade group for breakfast during the review period. The planned menu included 1 cup of fruit; however, a substitution was made and only ½ cup of fruit was served. The following represent the breakfast menu that was served: - Monday, February 13th: Cocoa Puff, Cheese, Apple Juice (½ cup fruit, juice), Milk Variety The daily minimum requirement for K-5 is 1 cup fruit at breakfast.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for breakfast during the day containing the shortage (e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Willow Glen Primary School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date	May 16, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The following were not consistently filled in daily on breakfast production records during the week of review: Menu item with product name/description: "Fresh Whole Fruit" was frequently listed on the production record. The specific type of fruit served should be listed, as meal pattern contribution can vary depending on the type of fruit, and the serving size. Actual number of servings prepared: This was missing for some of the fruit options. Amount leftover Substitutions made to original plans: The menu item that was substituted was recorded, however the rest of the line items should be updated to reflect the new item (the serving size, meal pattern contribution, etc.) Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements</p> <p>Corrective Action: Submit one full week of completed K-5 breakfast production records that include all required information. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Willow Glen Primary School	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	

Administrative Review Report

St. Francis School District

Due Date	May 16, 2023							
Corrective Action Status	Flagged							
Corrective Action History	<p>Finding: During the day of on-site breakfast observation, breakfast was delivered to the classrooms. Each classroom received a bin that had bags (Cinnamon Crunchmania and Craisins), Oranges, and a Milk Variety. There was no signage or communication regarding how the menu options counted towards breakfast "items" or how to build a reimbursable meal. All students observed took a reimbursable meal, however it is important for teachers to understand the OVS requirements for breakfast in the classroom.</p> <p>Corrective Action: Submit a written statement explaining how you will plan to communicate the breakfast menu options daily, how the options can count towards breakfast "items," and how to build a reimbursable meal.</p>							
Site Name	Willow Glen Primary School							
Form Name	SFA On-Site Monitoring (901 - 904)							
Question #	901							
TA Log #	No TA Log# found							
Due Date	May 16, 2023							
Corrective Action Status	Flagged							
Corrective Action History	<p>Finding: The SFA did not meet on-site monitoring requirements. The SFA is in a FSMC agreement. In this type of agreement, a representative of the SFA not the FSMC staff are required to complete the onsite monitoring forms. It was found that the FSMC FSD completed and signed the onsite monitoring forms.</p> <p>Corrective Action: Please submit a statement on how this issue will be corrected moving forward and the title of the person who will be managing the onsite monitoring process and completing the forms for the SFA.</p>							
Technical Assistance Entries:								
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/14/2023	3180	400	Administrative Review	Willow Glen Primary School	FSD			
Comments								
						Created By		Created Date
Crediting Documentation: Crediting documentation must be available on-site at each location within the school district. SFA may choose to start a physical binder of crediting documents or organize them as digital files that the schools have access to. These records should be								

Administrative Review Report

St. Francis School District

reviewed and updated at least twice per year and as new products are purchased.		
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