

# Administrative Review Report

Mount Olive Lutheran Church

## Commendations:

From the Nutrition Program Consultant:

My sincere thanks to the entire staff of Mount Olive Christian Day School. Everyone has been so welcoming! I appreciate your time and efforts spent preparing for and participating in the administrative review. This made the review a very smooth process.

I was impressed with how well administration and food service staff work as a team. They are supportive and recognize each person's contribution to maintaining a high-quality lunch program. I commend you for what you have accomplished in the three years since beginning the program. The food service staff maintain a very pleasant environment. They have friendly smiles for the students, greet them by name, and work together like a well-oiled machine!

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

From the Public Health Nutritionist:

Thank you to the vendor for working to provide the necessary documentation and to the food service staff for ensuring that everything was uploaded in SNACS. The food service staff are knowledgeable about program requirements and work well to ensure all students receive reimbursable meals. This is a well-run program that truly benefits the students of Mount Olive!

## Recommendations:

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>).

Help the SNT reach our goal of 80 SFAs participating in Around the World in 80 Trays the week of January 16-20, 2023. Take the pledge to participate in any capacity from adding a new dip or seasoning to showcasing several new dishes. It is up to you! Visit the Around the World in 80 Trays webpage to take the pledge and find more event information. Document the event (pictures, video, sound clips, etc.) and send to [DPIFNS@dpi.wi.gov](mailto:DPIFNS@dpi.wi.gov) so we can share your success

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## Findings and Corrective Action:

Corrective Action History	Flagged 11/28/2022 05:42 PM	Finding: The letter notifying households that they qualify for free or reduced-price meals contains the 2015 non-discrimination statement.  CA: Correct the letter with the 2022 non-discrimination statement and upload a sample of the letter into SNACS.
	CAP Submitted 11/30/2022 09:07 AM	Gave the correct letter to DPI onsite.
	CAP Accepted 11/30/2022 10:41 AM	CAP Accepted NO FURTHER ACTION REQUIRED
Corrective Action History	Flagged 11/30/2022 10:00 AM	Finding: The benefit issuance (BI) list does not show the correct benefit status of students qualifying for free or reduced-price meals. Note: the determination is correct, and the Facts (POS) information is correct.  CA: Update the BI list showing the correct eligibility status for all students approved for free or reduced-price meals. Upload a copy of the correct BI list to SNACS.
	CAP Submitted 12/02/2022 08:40 AM	Updated and submitted.
	CAP Accepted 12/07/2022 02:38 PM	CAP Accepted NO FURTHER ACTION REQUIRED
Corrective Action History	Flagged 11/29/2022 04:54 PM	Finding 1: On the Annual Financial Report, expenses were not allocated to the school breakfast program (7 CFR 210.19).  CA: Update the 2021-22 Annual Financial Report with expenses allocated to the school breakfast program. This has been completed and approved onsite. No further action necessary.
	CAP Submitted 11/30/2022 10:21 AM	Completed and approved onsite
	CAP Accepted 11/30/2022 10:40 AM	CAP Accepted NO FURTHER ACTION REQUIRED
Corrective Action History	Flagged 11/29/2022 05:06 PM	Finding: Adult meal prices are not set according to FNS Instruction 782-5 Rev. 1. The contract indicates the adult

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		<p>meal price is \$4.10; however, the SFA handbook and actual charge is \$3.60.</p> <p>Per the Wisconsin Adult Meal Pricing Guide on the Financial Management webpage on the SNT website, the adult meal price must be set at a minimum of the pricing calculation of \$4.05 OR the non-pricing calculation of \$4.10, whichever price ensures all costs associated with providing an adult meal are covered.</p> <p>CA:</p> <ol style="list-style-type: none"> <li>1. Determine the adult meal price at your SFA.</li> <li>2. Notify SFA staff and update prices by the corrective action due date.</li> <li>3. Indicate in CA in SNACS what the adult meal price will be.</li> <li>4. If the adult meal price is set at an amount other than \$4.10, update the online contract with the updated adult meal price.</li> </ol>
<b>Corrective Action History</b>	<p>Flagged 11/30/2022 10:07 AM</p>	<p>Finding: SFAs must attempt to send the public release to the following organizations each year: Local media, grassroots organizations such as church community, major employers contemplating or experiencing large layoffs in your community, local unemployment office in your community.</p> <p>CA: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
	<p>CAP Submitted 12/09/2022 09:42 AM</p>	<p>Public Release Organizations for 2023-2024 Grassroots organizations – Church Bulletin, Milwaukee Careers Co-op Media – Milwaukee Journal Sentinel, West NOW</p>
	<p>CAP Accepted 12/11/2022 07:15 PM</p>	<p>CAP Accepted NO FURTHER ACTION REQUIRED</p>
<b>Corrective Action History</b>	<p>Flagged 11/30/2022 10:09 AM</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>CA: Provide a timeline for when a school meal program civil rights complaint policy will be put in place and where it will be posted publicly for the school community. Provide the name and title of the SFA representative that will ensure compliance.</p>
	<p>CAP Submitted 11/30/2022 10:34 AM</p>	<p>A complaint policy specific to USDA Child Nutrition Programs has been added to the parent handbook.</p>

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	CAP Accepted 11/30/2022 10:41 AM	CAP Accepted NO FURTHER ACTION REQUIRED
Corrective Action History	Flagged 11/30/2022 10:15 AM	<p>Finding: The SFA does not have a clear policy or procedure of how dietary requests/meal accommodations will be made.</p> <p>CA: Create a clear policy or procedure for when and how dietary requests/meal accommodations will be made including how families can submit a request. We recommend using the SNT Special Dietary Needs example policy (<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>
	CAP Submitted 11/30/2022 10:38 AM	The special dietary needs policy was completed and approved onsite.
	CAP Accepted 11/30/2022 10:41 AM	CAP Accepted NO FURTHER ACTION REQUIRED
Corrective Action History	Flagged 11/29/2022 05:16 PM	<p>Finding: The current Local Wellness Policy (LWP) is missing three items of required content (7 CFR 210.31). The LWP does not have specific language regarding the following (the italicized text is an optional sample that could be included):</p> <p><b>Public Involvement:</b> <i>The district will invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the policy.</i></p> <p><b>School Meals:</b> <i>All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010.</i></p> <p><b>Foods sold outside of school meals program:</b> <i>All food and beverages sold outside of the school meal programs shall meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.</i></p> <p>CA: Provide 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>
	CAP Submitted 12/09/2022 09:44 AM	The LWP is now compliant. Principal
	CAP Accepted 12/11/2022 07:15 PM	CAP Accepted NO FURTHER ACTION REQUIRED

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Corrective Action History	Flagged 11/29/2022 05:09 PM	<p>Finding: The SFA did not share the results of the Local Wellness Policy (LWP) triennial assessment with the public per 7 CFR 210.31.</p> <p>CA: Notify the public of the results of the LWP assessment and upload a copy of the documentation to support this or the appropriate Web site URL linking to the assessment.</p>
	CAP Submitted 12/09/2022 09:45 AM	The results of the LWP triennial assessment is now posted on the website. Principal
	CAP Accepted 12/11/2022 07:15 PM	CAP Accepted NO FURTHER ACTION REQUIRED
Corrective Action History	Flagged 11/28/2022 05:35 PM	<p>Finding: The benefit issuance list (BI) list does not have the correct date of certification for each student. Instead of keeping the original date of certification, the date was updated each time a DC run was done.</p> <p>CA: On the BI list indicate the original date of certification for each student. Upload the corrected BI list to SNACS.</p>
	CAP Submitted 12/11/2022 07:18 PM	<p>Included in corrected Benefit Issuance list which is uploaded to SNACS</p> <p>CAP Accepted NO FURTHER ACTION REQUIRED</p>
Corrective Action History	Flagged 11/29/2022 02:12 PM	<p>Finding: Applications selected for verification were not verified correctly (7 CFR 245.6a).</p> <p>CA: Correct the determination and send the family the adverse action letter. Upload the adverse action letter to SNACS.</p>
	CAP Submitted 12/09/2022 09:17 AM	Letter uploaded
	CAP Accepted 12/11/2022 07:16 PM	CAP Accepted NO FURTHER ACTION REQUIRED
Corrective Action History	Flagged 11/28/2022 05:48 PM	<p>Finding: The "We Have Checked" verification notification letter was not used. The SFA used their own letter which does not contain the non-discrimination statement.</p> <p>CA: Submit a statement indicating that both the "We Must Check" and "We Have Checked" DPI template letters will be used for Verification moving forward.</p>

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	<p>CAP Submitted 11/30/2022 10:37 AM</p>	<p>Corrected onsite. TA was provided to the persons responsible for Verification and they are aware of the correct letters to use when completing verification in the 23-24 school year.</p>
	<p>CAP Accepted 11/30/2022 10:41 AM</p>	<p>CAP Accepted NO FURTHER ACTION REQUIRED</p>
<p><b>Corrective Action History</b></p>	<p>Flagged 12/09/2022 08:52 AM</p>	<p>Finding: The following products were identified in the vendor's storage area as providing a country of origin on the product packaging: •Bountiful Harvest diced tomatoes •Bush's ranchero beans •Chicken sausage patties •Fair meadow shredded cheese •Vegetarian patties with teriyaki (AdvancePierre) •Tortilla chips •Ardmore orange juice</p> <p>Corrective Action: Submit documentation that these products listed are domestic OR submit the appropriate non-compliant product information for any products that are non-domestic.</p>
<p><b>Corrective Action History</b></p>	<p>Flagged 11/30/2022 01:13 PM</p>	<p>On Tuesday, 10/18, the menu included chicken alfredo over bowtie pasta with a pretzel breadstick, baby carrots, pear and milk. 78 meals were ordered, but only 43 breadsticks were sent by the vendor. A total of 73 student meals and 1 adult meal were served. Without the breadstick, there was a weekly grain shortage. It is possible that some students could have declined the breadstick, but there were potentially up to 30 students who did not have access to the full planned 2 oz eq of grain this day. Although meals are purchased through a vended meals agreement, it is ultimately each SFA's responsibility to ensure all meal pattern requirements are met. This requirement is outlined under C.2 of the PI-6302 Vended Meals Agreement Template, where the SFA agrees to have a trained SFA representative available at the delivery site to receive, inspect and sign for the requested number of meals. (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement/required-template-agreements/vended-meals">https://dpi.wi.gov/school-nutrition/program-requirements/procurement/required-template-agreements/vended-meals</a>)</p> <p>Finding : There was a weekly grain shortage at lunch during the week of review. Students who were not offered the breadstick only had access to 7 oz eq of grain over the course of the week. This does not meet the minimum 8 oz eq grain requirement for the K-8 meal pattern</p> <p>Corrective Action: Discuss with MCFI and come up with a plan should any future shortages occur. It is encouraged that the SFA keep some shelf stable or frozen menu items that could be offered in the event that they do not receive a sufficient quantity or are missing a meal component. Also,</p>

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		submit a statement of understanding that it is the SFA's responsibility to have a trained staff member receive, inspect and sign for meals when they are delivered.
<b>Corrective Action History</b>	Flagged 11/29/2022 02:52 PM	Finding: The most recent food safety inspection report was not posted in a publicly visible location.  CA: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public.
	CAP Submitted 11/30/2022 10:39 AM	Corrected and approved onsite
	CAP Accepted 11/30/2022 10:41 AM	CAP Accepted NO FURTHER ACTION REQUIRED

## Technical Assistance Entries:

Comments		
	Created By	Created Date
<p>It is recommended that the person responsible for determining student benefits attend the Free and Reduced-Price Meal Benefit classes offered in person and online at the <a href="#">School Nutrition Summer Training</a>. Check this link and watch for more information in the School News Bulletins in Spring of 2023.</p> <p>The <a href="#">School Nutrition Online Learning</a> will also be helpful. I recommend viewing <a href="#">Overview of the Free and Reduced Eligibility Process (Part 1)</a>, <a href="#">The Verification Process and the Verification Collection Report (Part 2)</a>, <a href="#">Special Situations in Free and Reduced Eligibility (Part 3)</a>.</p>		
	Created By	Created Date
<p>The steamed mixed vegetables served on 10/19 are documented on the production record as crediting towards the "other" vegetable subgroup. However, based on the documentation provided, this is a USDA brown box product and it credits as 50% starchy, 25% red/orange and 25% other. The red/orange can contribute towards the other vegetable subgroup, so a 3/4 cup serving of the mixed vegetables can at most contribute 3/8 cup towards the other vegetable subgroup (and 3/8 cup towards starchy). The marinara sauce served on 10/20 could also be credited towards the other vegetables subgroup, and in doing so, all weekly subgroup requirements were still met.</p>		11/30/2022 12:53:47 PM
Comments		
	Created By	Created Date
<p>Recommend providing serving size for baby carrots by the number of carrots needed rather than spoodle size as they do not fit nicely to completely fill the spoodle.</p>		11/30/2022 12:44:53 PM

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Comments	Created By	Created Date
Reminder to document condiment usage on production records.		11/30/2022 12:40:24 PM
Comments	Created By	Created Date
All menu items offered must be documented separately on the production record. If additional fruit offerings are made available, each should be recorded on a separate line on the production record with all required information.		11/30/2022 12:26:22 PM
Comments	Created By	Created Date
Both fat free chocolate and fat free white milk were offered at lunch. However, most students were asked if they wanted chocolate milk and if they said no, then were asked if they wanted white milk. It is recommended that the students be asked "what kind of milk would you like" or "white or chocolate milk" to ensure they are aware that a variety is available. Additionally, milk is taken down to the kindergarten/pre-k area for their lunch meal service. It is important that each student coming through the line has access to both milk types at the time of service rather than the FSD having to go back to the kitchen if a student requests a type that has run out.		11/30/2022 12:18:45 PM
Comments	Created By	Created Date
K-8 students must be offered the full daily minimum vegetable serving of 3/4 cup. To ensure students are aware that they have access to this amount, it is recommended that they are asked if they would like a "regular" (3/4 cup) or "small" (1/2 cup) serving rather than referring to the full 3/4 cup serving as "extra" or a "large" serving. Alternatively, students could be asked if they want 1 or 2 scoops; if they say 1 scoop, use a 4 fl oz spoodle to provide 1/2 cup, if they say 2 scoops, use a 4 fl oz spoodle + a 2 fl oz spoodle to provide the full 3/4 cup. The menu was planned and prepared to meet the meal pattern requirements and students were allowed to request additional vegetables, so this suggestion is more to educate the students on what is included in the reimbursable meal. No non-reimbursable meals were observed.		11/30/2022 12:14:08 PM