

Administrative Review Report

St. Anthony School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/01/2019	12/04/2019
On-Site Review	12/03/2019	12/04/2019
Site Selection Worksheet	10/20/2019	10/31/2019
Entrance Conference	12/03/2019	12/03/2019
Exit Conference	12/04/2019	12/04/2019
Corrective Action Due Date	1/15/2020	1/15/2020

Commendations:

From the Nutrition Program Consultant (NPC):

Thank you to the Food Service Director, food service staff and school staff for the courtesies extended to us during the on-site review. Thank you for being available to answer questions and provide additional information requested. Everyone was very friendly, helpful, and receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions in SNACS as well as pulling records for the on-site portion of the review. The DPI review team appreciates the eagerness of the staff for their willingness to make changes to meet School Nutrition Program regulations immediately, prior to and during the review. The Food Service Director (FSD) is very organized and passionate about the school nutrition programs. The FSD is very receptive to suggestions and quickly fixed any potential findings the DPI review team found, prior to the review being completed. The FSD is extremely professional, a great manager for the food service staff, and is extremely knowledgeable of the program requirements. The FSD is extremely motivated to run excellent school nutrition programs. It shows by how well-trained the food service staff are and the high participation within the programs. Keep up the great work!

From the Public Health Nutritionist (PHN):

Thank you to the staff at St. Anthony School for the courtesies extended to us 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 onsite portion of the review. The DPI review team appreciates the eagerness of the staff for their willingness to make changes to meet school nutrition program regulations. The staff is doing a wonderful job implementing the program regulations to ensure students are receiving nutritious meals throughout the school day.

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Findings and Corrective Action:

Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date	1/15/20	
Corrective Action Status	Flagged	
Corrective Action History	Flagged NPC 12/11/2019 02:50 PM	<p>Finding: Documentation of school food service staff training is missing some of the key components (date of employee hire, part time or full time status, position title, and total training hours required) for the annual training requirements per 7 CFR 210.30.</p> <p>Corrective Action: Begin tracking all required items on a spreadsheet and submit for review. Corrected on-site. No further action required.</p>
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date	1/15/20	
Corrective Action Status	Flagged	
Corrective Action History	Flagged NPC 12/03/2019 11:52 AM	<p>Finding: The SFA did not have the Standard Operating Procedure for the Afterschool Snack Program, Breakfast in the Classroom, and Field Trip meals in the Food Safety Plan.</p> <p>Corrective Action: Print off copies of each SOP listed above and add them to the Food Safety Plan. Submit a statement to the consultant that this has been done.</p>
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	320	
TA Log #	No TA Log# found	
Due Date	1/15/20	
Corrective Action Status	Flagged	
Corrective Action History	Flagged NPC 12/11/2019 01:31 PM	<p>Finding: The meal counting and claiming system does not result in accurate meal counts (7 CFR 210.7).</p> <p>Corrective Action: Correct the meal counting process to ensure meal counts are correctly counted. Submit a statement describing the corrected system to ensure all reimbursable meals are correctly counted and claimed. Submit 30 operating days of breakfast and lunch counts for all four school sites.</p>
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date	1/15/20	
Corrective Action Status	Flagged	

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Corrective Action History	Flagged NPC 12/11/2019 01:44 PM	<p>Finding: SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly breakfast claim for reimbursement per 7 CFR 210.8. Breakfasts are not marked off as students take them.</p> <p>Corrective Action: Implement a new point of service procedure to have teachers mark students off as they take the full breakfast. An example would be to have the students take their milk, then take their brown bag of items at the teacher's desk and then the teacher marks the student off within the software system. Submit a statement with what your new procedure for the point of sale at breakfast will be and when you plan to implement it.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	TA Log# exists	
Due Date	1/15/20	
Corrective Action Status	Flagged	
Corrective Action History	Flagged PHN 12/04/2019 10:42 AM	<p>Finding: Missing meal component (fruit) at lunch during the week of review. This lead to a weekly fruit shortage. On Friday, October 11th of the week of review jicama was served as a fruit, however, Jicama credits as a starchy vegetable. Missing meal components require fiscal action.</p> <p>Corrective Action: Submit a statement that explains what fruit you would add to Friday's menu in order to comply with the daily minimum requirement of ½ cup fruit? By offering at least a ½ cup fruit at lunch daily, the weekly shortage will also be corrected.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date	1/15/20	
Corrective Action Status	Flagged	
Corrective Action History	Flagged PHN 12/04/2019 11:29 AM	<p>Finding: Production records do not contain all the required information.</p> <ol style="list-style-type: none"> 1. Production records must list the age/grade group served. 5th Street production records do not. 2. Each food item must be recorded on its own line. During the week of review, some menu items were included on the same line when they were served separately. If served separately, each food item should be on its own line so that the serving size, amount prepared, amount served and leftovers are clear. 3. Crediting information must be documented somewhere. Currently the exact crediting of the food items is not listed anywhere, there are only check marks on production records to indicate what component the food item contains. <p>Review the Production Record Requirements document.</p> <p>Corrective Action: Submit one week of completed production records from 5th Street. Include the crediting of each food item, the age/grade groups served and be sure that each food item that</p>

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	is served individually be listed on its own line. Choose a week that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1411
TA Log #	TA Log# exists
Due Date	1/15/20
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged PHN 12/04/2019 10:58 AM</p> <p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Banana</p> <p>Corrective Action: Complete and submit a Non-Compliant Product Forms for the banana listed above. Visit the Buy American webpage for more information.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/04/2019	1127	1007	Administrative Review	ALL	Food Service Director			NPC
Comments								
Local Wellness Policy					Created By		Created Date	
<p>Technical Assistance: Regarding the Triennial Assessment, complete an assessment of the Local Wellness Policy by June 30, 2020. To do this, use the WellSAT on wellsat.org to evaluate the assessment. Then use the WI Team Nutrition Local Wellness Policy report card to continue the assessment. Once these are completed, make the results known to the public via email, newsletter, social media, or posting it to the school website.</p>					NPC		12/11/2019 3:26:11 PM	
12/04/2019	1093	410	Administrative Review	St. Anthony				PHN
Comments								
Crediting the School Blend Salad					Created By		Created Date	
<p>School Blend Salad was incorrectly credited only towards the dark green vegetable subgroup. This salad blend contains three different vegetable subgroups including, dark green (romaine, endive, red leaf lettuce), red/orange (carrot) and other (iceberg lettuce and red cabbage). With no additional crediting information, it may only credit towards the additional vegetable subgroup.</p> <p>If it is desired to credit it towards the dark green or other subgroup, then the menu planner will need to find out from the manufacturer the percentages of each subgroup present in the mix. If that information is not available then the menu planner may estimate the amount of each subgroup that is in the mix. Be sure to update the crediting on production records and verify that this change does not affect meal pattern compliance for the rest of the week.</p> <p>Refer to the vegetable subgroup handout for help on categorizing the vegetable subgroups. This guidance is found in USDA memo SP 38-2019 "Meal Requirements</p>					PHN		12/4/2019 11:41:26 AM	

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Under the National school lunch and school breakfast program: questions and answers for program operators. Below is a screen shot from the document.							
<p>13. How should schools credit a vegetable mixture toward the vegetable subgroup requirements?</p> <p>Schools may use manufacturer-provided data that clearly documents the ratio of vegetables in the ingredients list and credit the amounts toward vegetable subgroup requirements. For example, if a mixture provides 25% broccoli, 25% carrots, and 50% cauliflower, then a 1 cup serving of this blend provides ¼ cup broccoli (dark green), ¼ cup carrots (red/orange), and ½ cup cauliflower (other). Offering a vegetable blend does not require monitoring that each portion contains exactly the documented ratios.</p> <p>If documentation does not exist, Program operators can estimate how much of each subgroup is in a vegetable mixture and credit it toward the appropriate subgroup. At least ½ cup of a vegetable must be present to credit toward vegetable subgroup requirements. If the quantities of different vegetables are not known and cannot be estimated, the vegetable mixture can credit as additional vegetables necessary to meet daily and/or weekly vegetable minimums.</p>							
12/04/2019	1091	410	Administrative Review	St. Anthony			PHN
Comments							
Meatball sandwich					Created By		Created Date
Meatball sandwich - the production record says that 4 meatballs were served to K-2nd grade, however, the recipe states that 3 meatballs are used per sandwich. Please update the recipe to reflect current kitchen practices.					PHN		12/4/2019 11:31:06 AM
12/04/2019	1090	410	Administrative Review	St. Anthony			PHN
Comments							
Production Records					Created By		Created Date
Production records - begin to list the crediting of the food items that you are offering. Instead of putting a check mark, write how each item credits towards the meal pattern. This was discussed with the food service director how to complete the production record, including a column that says the serving size, the utensil used and then to include the crediting based off of the serving size. Production records must also list the age/grade groups served.					PHN		12/4/2019 11:30:01 AM
Production records - currently the intended crediting of food items is not being documented anywhere. Begin to list the crediting of the food items that you are offering on production records. Instead of putting a check mark, write how each item credits towards the meal pattern. This was discussed with the food service director how to complete the production record, including a column that says the serving size, the utensil used and then to include the crediting based off of the serving size.							
Separate vegetables - on production records if they are served separately. For example, on Thursday 10/10/19 Seamed corn/carrot was written on the same line, however, these vegetables were served separately.							
12/04/2019	1084		Administrative Review	St. Anthony			PHN

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Comments					Created By	Created Date
Crediting of Teriyaki Chicken						
<p>During onsite observation of lunch a #16 (¼ cup) scoop was used for the Asian chicken (Teriyaki chicken), however, staff had not weighed the amount of chicken that fills that size scoop. Reviewer and staff weighed the chicken on a kitchen scale and the #16 scoop weighed 2.4 oz. According to the product formulation statement for the chicken, 2.8 oz is required in order to credit the chicken as 2 oz eq meat/meat alternate.</p> <p>The food service director was intending to credit the dish as 2 oz eq meat/meat alternate. A #12 (1/3 cup) scoop was not available to weigh, therefore, staff weighed a #10 (3/8 cup) scoop which weighed 3.4 oz. Reviewer suggests obtaining a #12 (1/3 cup) scoop, and determining the weight of a level scoop of the Teriyaki Chicken.</p> <p>If the #12 scoop weighs <u>at least 2.8 oz</u> then that scoop should be used if you want to credit the portion size as 2 oz eq meat/meat alternate. Be sure to update production records and recipes with the correct scoop size.</p>					PHN	12/4/2019 11:13:52 AM
12/04/2019	1082	1411	Administrative Review	St. Anthony		PHN
Comments						
Buy American Provision						
<p>The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands)</p> <p>The following information must be recorded on a Buy American Non-Compliant Product List: Date Name of product Country of origin Reason Cost analysis Seasonality Availability Substitution Distribution Other A suggested Buy American - Non Compliant Product List template can be found on the Buy American webpage.</p>					PHN	12/4/2019 10:56:05 AM
12/04/2019	1081	409	Administrative Review	St. Anthony		PHN
Comments						
Lunch Meal Pattern - Fruit						
<p>The lunch meal pattern requires that 1/2 cup fruit be offered daily. On October 11, 2019 of the week of review no fruit was offered as part of the reimbursable meal. Unfortunately, jicama was believed to be a fruit and was served. Jicama is a vegetable and credits towards the starchy vegetable subgroup. This error led to a missing meal component, and weekly fruit shortage. Missing meal components require fiscal action and the number of meals served that day for lunch will be reclaimed.</p>					PHN	12/4/2019 10:31:25 AM