

Administrative Review Report

Hope Christian Schools,Inc.: High School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/31/2019	01/13/2020
On-Site Review	03/04/2020	03/04/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	03/04/2020	03/04/2020
Exit Conference	03/05/2020	03/05/2020

Commendations:

Many thanks to the staff at Hope Christian High School for their hard work in gathering all documents for the Administrative Review. Everyone was cooperative in answering questions concerning the review, and also with asking questions. The students were happy and friendly, and meals were a variety and colorful. The staff knew the students names, and it was a warm environment for all. We commend Hope Christian High School for their hard work in completing and updating areas of the food service program since the last review. It was very impressive to see the improvements that were made. We know that there are many requirements involved in the NSLP program, and want to thank the staff for their willingness to keep working hard to provide students with the best possible variety of meals and still meet the requirements necessary. Thank-you

Recommendations:

We always encourage staff to get involved in the Summer DPI face to face classes that we offer throughout the state each year. They are very helpful to you and we can answer questions regarding your specific program as well. Please see the DPI website for further details coming as to when and where these classes will be held. Also be sure to include them on your training tracker as they will count toward your annual required training hours.

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Findings and Corrective Action:

Site Name	HOPE Christian High School	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: SFA is currently pre-plating 4 components for the 9-12 age/grade grouping, which is allowable. However, the vegetables are not pre-plated in their full minimum daily quantity (1 cup). Students must stop the lunch service line and request more vegetable. The onus to select the full daily minimum quantity should not be placed on the student. Corrective Action Required: Submit a statement of understanding regarding pre-plating and OVS for the 9-12 age/grade grouping. Please indicate how the SFA will structure meal service going forward. Additionally, please include a copy of written communication between the SFA and the meal vendor indicating this change to ensure that the necessary amounts of the pre-plated components will be vended such that these components are plated in their full daily required minimum quantities.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/05/2020	1885	400	Administrative Review	HOPE Christian High School				Carla Schmitz-Frank
Comments					Created By		Created Date	
<p>Vending School Responsibility for Crediting Documentation and Meal Pattern Reminder: Ensuring that foods purchased under a vended contract and sold to students in the NSLP meet daily and weekly meal pattern requirements. Although the SFA is purchasing meals through a vended agreement, it is ultimately the SFA's responsibility to ensure all meal pattern requirements are met. Information on lunch meal pattern requirements can be found on the NSLP Menu Planning webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning). Current nutrition facts labels, Child Nutrition (CN) labels, and/or manufacturer's 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.</p>							3/5/2020 1:10:30 PM	
03/05/2020	1884	500	Administrative Review	HOPE Christian High School				Carla Schmitz-Frank
Comments					Created By		Created Date	
<p>Pre-Plated Meals and OVS in the NSLP for the 9-12 age/grade grouping From the USDA's Offer Versus Serve Manual: "Pre-plated meals are those that offer all food components or food items in the quantities required for each grade group in an entirely or partially pre-served manner. Pre-plated meals must include at least the daily minimum quantities required under the applicable meal pattern. This system is often used by schools and RCCIs that have logistical limitations, such as facility or space restrictions or situations where children are unable to select the foods offered. For senior high schools, if this is the only system available for the NSLP, OVS for all or some components must be implemented unless a school/RCCI was approved by the State agency to not implement OVS. Schools and RCCIs serving pre-plated meals are encouraged to make modifications to accommodate OVS. For example, an RCCI could offer a pre-plated entrée and give students choices for the fruits, vegetables, grain and/or milk components/food items separately to allow students to have some variety. A basket with a variety of fruits and/or a separate cooler with milk choices would be possible ways to implement OVS. The OVS manual can be found on the USDA's Food and Nutrition Services webpage (https://fns-prod.azureedge.net/sites/default/files/cn/SP41-2015av2.pdf). As discussed onsite, any pre-plated component must be plated in its full minimum daily quantity (for the 9-12 age/grade grouping: 2 oz eq meat/meat alternate, 2 oz eq grain, 1 cup fruit, 1 cup vegetable, 1 cup milk). Given the limitations of the meal service line, cafeteria set-up, and available lunch staff, milk and fruit are currently the most feasible options to offer separately (i.e. not pre-plated).</p>							3/5/2020 12:59:06 PM	
03/05/2020	1883	1217	Administrative Review	ALL				Jane Maier

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Comments					Created By	Created Date
The Training hours are being tracked on the DPI training tracker. The hours are recorded after the training has taken place. It is done all year long as trainings occur.						3/5/2020 10:53:28 AM
03/05/2020	1882	1213	Administrative Review	ALL		Jane Maier
Comments					Created By	Created Date
						3/5/2020 10:50:05 AM
03/05/2020	1873	1104	Administrative Review	HOPE Christian High School		Carla Schmitz-Frank
Comments					Created By	Created Date
No competitive foods or beverages are sold at HOPE Christian High School. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks guidelines or must qualify as an exempt fundraiser. Someone must be responsible for documenting compliance of exempt fundraisers and any other food/beverage sales. You can find fundraiser tracking tools on our Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).						3/5/2020 8:51:22 AM
03/04/2020	1868	802	Administrative Review	ALL		Jane Maier
Comments					Created By	Created Date
All materials and other communications with households concerning eligibility , must be provided in a language that parents and guardians can understand in order to diminish any language barriers to participation for individuals with "Limited English Proficiency". SFA's must make reasonable efforts to provide materials in the families native language.						3/4/2020 1:36:32 PM