

Administrative Review Report

St. John Paul II Congregation

Commendations:

Our sincere thanks to the administration and school nutrition staff of St. John Paul II Middle and Elementary Schools. We really appreciate the time and effort spent preparing for and participating in the administrative review process, especially the organization of documents! Thank you for your availability during the on-site portion of the review and being open to discussion and suggestions. Thank you for everything that you do to help the kids succeed!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2023-24 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:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/03/2024 09:21 AM</p>	<p>Finding: During field trips, the point of service check of sheet is not occurring at the time when students receive the meal.</p> <p>Corrective Action: Student meals received during the field trip must be checked off at the time the student receives the meal. Submit a statement of how field trip meals will counted and claimed moving forward.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/03/2024 09:12 AM</p>	<p>Finding: 1 On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p>Corrective Action 1: Submit a copy of the updated 22-23 SY Annual Financial Report. Corrected on-site. No further action required.</p> <p>Finding 2: SFA is not tracking Supply Chain Assistance (SCA) funds used.</p> <p>Corrective Action 2: Using the SCA funds tracker sheet, work with the vendor to get the total milk provided for lunch and breakfast each month. Track the total milk bill as an expense that the SCA funds will cover. Submit a statement of how you intend to track the spend down of the SCA funds.</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/03/2024 09:00 AM</p>	<p>Finding: At breakfast, students were allowed to take whatever components they wanted to eat, but did not add up to a reimbursable meal. This is unallowable. Students must take all of the components offered to make a reimbursable meal. Students can save nonperishable items to eat later.</p> <p>Corrective Action: Submit a statement of how you will enforce the requirement that students take all of the components to make a reimbursable meal otherwise they will be charge for single items.</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	710	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 04/03/2024 09:07 AM	Finding: The SFA is providing adult meals but not tracking them. Corrective Action: Track all adult meals provided during the school year (July 1 - June 30). Document the total amount of adult meals on the Annual Financial Report as a Nonprogram Revenue transfer, moving forward. Submit a statement of understanding in SNACS.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/03/2024 09:22 AM	Finding: The Public Release was not distributed to the required locations including the media, local unemployment office, food pantry, temp agency, library, post office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)). Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/03/2024 08:53 AM	Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). Corrective Action: Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), upload the template to the school website. Submit a statement in SNACS when this has been completed.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/03/2024 08:50 AM	Finding: Current Local Wellness Policy (LWP) does not include all of the required content per (7 CFR 210.31). Corrective Action: Using the Local Wellness Policy builder , create a new Local Wellness Policy. Upload a copy to the school website. Submit a statement when this has been completed.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 04/03/2024 08:48 AM	Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years. 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.
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	316	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/27/2024 11:50 AM	Finding: The School Breakfast Claim for the Review Period resulted in an underclaim. Corrective Action: Use the CEP Edit Check form to calculate the total reimbursable lunches and breakfasts served each month. Submit a statement of what the new process will be to ensure the correct number of reimbursable meals are claimed.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/27/2024 12:17 PM	Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. Corrective Action: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 02/27/2024 12:15 PM	Finding: The Food Safety Manual is missing a copy of the Breakfast in the Classroom Standard Operating Procedure. Corrective Action: Review and edit the Breakfast in the Classroom SOP, implement it and add it to the Food Safety Manual. Submit a statement this has been completed.
Site Name	St. John Paul II Middle School	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	324	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/02/2024 04:37 PM	<p>Finding: Point of Sale check off sheets are not being used at breakfast for Breakfast in the Classroom.</p> <p>Corrective Action: Utilize the daily check off sheets for breakfast in the classroom. Submit 30 consecutive days of clean counts for breakfast, including all of the daily check off sheets for breakfast. Submit a statement of how you plan to make sure students are taking reimbursable meals at breakfast in the classroom and that they are properly counted and claimed.</p>
Site Name	St. John Paul II Middle School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 02/27/2024 10:27 AM	<p>Finding: The daily minimum requirement for vegetables was not met for lunch during the review period/day of review. The following represents the planned portion sizes: - Monday: French Fries 1/2 cup, romaine 1/8 cup: 5/8 cup vegetable The daily minimum requirement for K-8 is 3/4 cup</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for vegetables will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	St. John Paul II Middle School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 02/27/2024 10:49 AM	<p>Finding: The fruit selection, leftovers and final meal counts actually served were not consistently filled in daily on production records during the week of review for both breakfast and lunch. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>Corrective Action: Submit one full week of completed production records for both breakfast and lunch. 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	St. John Paul II Middle School	
Form Name	Offer vs Serve (500-502)	
Question #	501	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/28/2024 08:09 AM	<p>Finding: Food service staff were unclear about the Offer versus Serve (OVS) requirements for breakfast. It is important for staff to understand the OVS requirements. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).</p>

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		The Meal Pattern e-learning resources may also be helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description). Corrective Action: Have staff responsible for determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted. This includes all four teachers who are serving meals in the classroom.
Site Name	St. John Paul II Middle School	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/27/2024 11:25 AM	Finding: The nondiscrimination "And Justice for All" poster is not located in the meal service area and/or not visible to students (FNS Instruction 113). Corrective Action: Hang the USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Provide a statement of where this will be posted for all to see.
Site Name	St. John Paul II Middle School	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/27/2024 11:28 AM	Finding: The SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1. Corrective Action: Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 and include the position responsible for completing this.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/27/2024	4342		Administrative Review		FSD			
Comments								
						Created By	Created Date	
While Offer Versus Serve (OVS) is not required for grades K-8, it is encouraged in order to reduce food waste and develop skills in making healthy meal choices. Without OVS in place, students in grades K-8 must be served $\frac{3}{4}$ cup vegetable and $\frac{1}{2}$ cup fruit to create a reimbursable meal, in addition to the other full components. If OVS is implemented, then students can choose three of the five components offered, including $\frac{1}{2}$ cup of fruit and/or vegetable, to create a reimbursable meal.							2/27/2024 11:22:14 AM	