Administrative Review Report

Queen of the Apostles Parish

Team Composition:

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/01/2019	11/15/2019
On-Site Review	11/13/2019	11/15/2019
Site Selection Worksheet	11/01/2019	11/08/2019
Entrance Conference	11/13/2019	11/13/2019
Exit Conference	11/15/2019	11/15/2019

Commendations:

Queen of the Apostles staff was courteous and helpful to the DPI reviewers during the AR; they were receptive to recommendations and guidance. We appreciate your flexibility in using the new SNACS software for the audit process. It was obvious that all staff cares for the well being of their students. Interactions between staff and students were positive and customer-service focused. The custodial staff that assists students during lunch is kind, dedicated, and sets a great example for students. The kitchen was clean and organized.
Dpi reviewers had no findings in several key areas: Verification - No Findings. Resource Management - No Findings. Water availability - No Findings. Reporting & Recordkeeping - No Findings.
Despite many personnel changes, staff remain dedicated to participating in the NSLP, and willing to make changes as necessary to meet regulations.

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name	
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)
Question #	705
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/26/2019 01:15 PM	Finding: the SFA has no written Unpaid Meal Policy. USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges. For a snap-shot on what the policy should include, best practices and other helpful materials, see the Unpaid Meal Charges portion of the DPI SNT website. CA: Submit a timeline of when this policy will be written, shared with your school community and practiced.

Site Name	
Form Name	Civil Rights (800 - 807)
Question #	803
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	CAP Removed
Corrective Action History	CAP Removed 11/26/2019 12:51 PM	CAP Removed

Site Name	
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
Question #	1601
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 09:08 PM	Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). CA: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.

Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	126
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 06:31 PM	Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected. CA: Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.

Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)

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Question #	140
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 06:33 PM Finding: The SFA did not update student eligibility changes to the benefit issuance list or the point of service (POS) after each direct certification run accurately and in a timely manner. CA 1: Correct the benefit issuance list for any students in error, indicate the date completed on the SFA-1, and upload into SNACS. CA 2:Submit a statement outlining how the SFA will ensure that updates to the benefit issuance list or point of service are done accurately and timely.
Site Name	
Form Name	Meal Counting and Claiming (314 - 316)
Question #	314
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 06:44 PM Finding: SFA is not following the current approved contract, current POS is unallowable. CA: Change POS to the end of the line as indicated on approved contract
Site Name	
Form Name	Civil Rights (809 - 810)
Question #	810
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 08:50 PM Finding: The non-discrimination statement was not included on all required program materials (insert detail here). CA: Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.
Site Name	
Form Name	Local School Wellness (1007)
Question #	1007
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 07:02 PM Finding: Th SFA has no Local Wellness Policy. CA: The SFA must establish a written policy and complete a triennial assessment by June 30, 2020.
Site Name	
Form Name	Professional Standards (1210 - 1219)
Question #	1217
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged

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Corrective Action History	Flagged 11/14/2019 07:06 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. CA: 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	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/14/2019 07:11 PM	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). CA: Provide a training plan for the current school year including the SNT civil rights powerpoint and Offer vs. Serve Meal or No Meal webcast, for all non-school nutrition staff, with school nutrition program responsibilities.
Site Name	Queen of the Apostles Grade Sc	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/14/2019 02:23 PM	Please submit the weight of 1/2 cup Fritos as served 10/22/2019. Once the Public Health Nutritionist has all crediting documentation and updated standardized recipes for the week of review, menus can be analyzed for compliance with the meal pattern requirements. Until that time, the administrative review cannot be closed. Please be aware that the possibility to conduct a weighted nutrient analysis exists if substantial errors are found. Additional errors may require additional corrective action and may also be subject to fiscal action.
Site Name	Queen of the Apostles Grade Sc	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/14/2019 02:25 PM	Students only had access to 1/4 cupbean/pea [legume] vegetable the week of 10/21/2019. K-8 students must have access to 1/2 cup B/P[L] weekly. Please submit a written statement outlining what will be done to ensure that students have access to 1/2 cup B/P[L] vegetable weekly.
Site Name	Queen of the Apostles Grade Sc	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	412	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/14/2019 03:00 PM	Finding: The planned serving size, planned number of servings, and quantity prepared in purchase units were not consistently filled in daily on production records during the week of review. Corrective Action: Submit one week of

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	completed production records. An example was left on-site. Choose a week that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.
Site Name	Queen of the Apostles Grade Sc
Form Name	Offer vs Serve (500-502)
Question #	500
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 02:42 PM Finding: Although no non-reimbursable meals were observed, students were given more than what they needed at lunch. Corrective action: Have teaching and nutrition staff responsible for determining reimbursable meals watch the OVS webinar (https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story_html5.html). Submit a list of names/signatures from all who viewed it. Follow up with PHN with questions.
Site Name	Queen of the Apostles Grade Sc
Form Name	Dietary Specifications and Nutrient Analysis (603-605)
Question #	603
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 07:20 PM Finding: A few recipes used during the review week lacked pieces of information necessary for standardized recipes. Submit a standardized recipe for the salad mix, taco meat and chicken parmesan. Be sure to include all requirements of a standardized recipe. Please use our Standardized Recipes webpage to aid in this process (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes). Templates were pre-filled and left on site.
Site Name	Queen of the Apostles Grade Sc
Form Name	Smart Snacks (1104 - 1107)
Question #	1104
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 02:16 PM The pop machine is on during the school day. Students are not allowed to make purchases, and historically have not. However, there is nothing stopping students from making purchases. Please submit a photo of signage hung on the pop machine (something to the effect of "students are not allowed to make purchases from this machine during the school day"). Alternately, move the machine or turn it off during school hours.
Site Name	Queen of the Apostles Grade Sc
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1411
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 02:11 PM Complete and submit Non-Compliant Product Forms for mandarin oranges (China), tuna (Thailand), olives (Portugal), and stir fry vegetables (Belgium, Portugal, China). https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx

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Site Name	Queen of the Apostles Grade Sc
Form Name	Wisconsin School Day Milk Program
Question #	10
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	Flagged 11/14/2019 07:51 PM	Finding: Documentation was not available to determine if the milk served as part of the Wisconsin School Day Milk Program (WSDMP) meets the criteria for "Wisconsin produced milk". Wisconsin produced milk means that all or part of the raw milk used by the milk processor was produced in Wisconsin. Per the Agreement for the WSDMP the SFA agrees to serve Wisconsin produced milk. CA1: Submit documentation showing the milk used in the WSDMP is produced or partially produced in Wisconsin. Documentation may include a statement from the distributor, milk invoices showing where the milk is produced or any other documentation showing the milk used in the WSDMP is a Wisconsin agricultural product. CA2: Provide a statement of understanding that procurement documents for milk must include language that WI produced milk be provided for this program.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/14/2019	952	4	Administrative Review	Queen of the Apostles Grade Sc				

Comments		Created By	Created Date
POS for the Wisconsin School Day Program must be recorded by who "did" take milk not by marking who "did not" take one and students must be checked off at the time that they receive a milk.			11/14/2019 9:14:04 PM

TA Date	TA Log #	Question #	TA Area	Site				
11/14/2019	951	705	Administrative Review	ALL				

Comments		Created By	Created Date
• USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges. For a snap-shot on what the policy should include, see the Unpaid Meal Charges In a "Nutshell". For a comprehensive overview including best practices and helpful materials, see the Unpaid Meal Charges section of the DPI SNT website or the USDA Unpaid Meal Charges webpage.			11/14/2019 9:04:48 PM

TA Date	TA Log #	Question #	TA Area	Site				
11/14/2019	950	322	Administrative Review	Queen of the Apostles Grade Sc				

Comments		Created By	Created Date
An edit check must be completed before submitting a claim of reimbursable meals.			11/14/2019 8:18:12 PM

TA Date	TA Log #	Question #	TA Area	Site				
11/14/2019	947	409	Administrative Review	Queen of the Apostles Grade Sc				

Comments		Created By	Created Date
14 grapes equals 1/2 cup fruit. Determine which spoodle holds 14 grapes and use that spoodle to serve 1/2 cup of grapes. Note, this may be larger than the 4 fl. oz. spoodle. See https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/half-cup-fruit-veg.pdf for more fruit and vegetable crediting information.			11/14/2019 2:47:34 PM

TA Date	TA Log #	Question #	TA Area	Site				
11/14/2019	946	500	Administrative Review	Queen of the Apostles Grade Sc				

Comments		Created By	Created Date
Using OVS, students may decline components. The school must offer the required portions of fruit, vegetable, grain, meat/meat alternate, and milk at each meal at lunch. From these			11/14/2019 2:33:29 PM

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offerings, students must select at least three full, different, food components, one of which is ½ cup fruit and/or vegetable. (262)								
11/14/2019	945	1104	Administrative Review	Queen of the Apostles Grade Sc				

Comments		
	Created By	**Created Date**
More information can be found on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks). See "Smart Snacks in a Nutshell" (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf).		11/14/2019 2:18:05 PM

11/14/2019	944	404	Administrative Review	Queen of the Apostles Grade Sc				

Comments		
	Created By	**Created Date**
Consider moving meal signage to be at students' height in the meal service line. Signage could fit between the two signage windows. See https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage for signage options.		11/14/2019 1:59:16 PM

11/14/2019	943	406	Administrative Review	Queen of the Apostles Grade Sc				

Comments		
	Created By	**Created Date**
All 4K-8 students should be offered the same foods in the same portion sizes. See the meal pattern table for portion requirements https://dpi.wi.gov/sites/default/files/imce/school-nutrition/lunch-meal-pattern-color.pdf.		11/14/2019 1:55:25 PM

11/14/2019	1072	137	Administrative Review	ALL				

Comments		
	Created By	**Created Date**
Lunch cost for students with Reduced eligibility cannot exceed $.40 and must be the same cost as indicated on your contract. WSDMP cost for students with Reduced eligibility must be $0.00. Please work with your software provider to ensure that these student's accounts are not being charged differently and corrections to the charges are not required after the day of service.		11/26/2019 1:42:50 PM

11/14/2019	1071	320	Administrative Review	Queen of the Apostles Grade Sc				

Comments		
	Created By	**Created Date**
Work with Sycamore software to develop a daily lunch count report by eligibility and a monthly report showing each day by eligibility. Reports should always be electronically titled and dated in order to meet NSLP requirements.		11/26/2019 1:30:36 PM

11/14/2019	1070	803	Administrative Review	ALL				

Comments		
	Created By	**Created Date**
The SFA does not have procedures for handling discrimination complaints specific for the school meal program and should develop a school meal program complaint policy so that staff know how to proceed if a complaint is received. Refer to the "And Justice for All" poster for the next steps.		11/26/2019 12:56:53 PM