

# Administrative Review Report

St. Johns Lutheran School

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/07/2022	11/17/2022
On-Site Review	11/17/2022	11/18/2022
Site Selection Worksheet	11/07/2022	11/07/2022
Entrance Conference	11/17/2022	11/17/2022
Exit Conference	11/18/2022	11/18/2022

## Commendations:

Many thanks to the staff at St Johns Lutheran school for their receptive and engaged attitude during the Administrative Review. The designated Food Service Director (who wears many hats in this small SFA) was organized and efficient! The cafeteria atmosphere was particularly cheerful; students were respectful and also treated with kindness and respect making for what appeared to be a comfortable and inclusive meal service. Volunteers were helpful. Student meal benefit issuance documentation was in order, and this SFA makes a concerted effort to stay on schedule with reporting. Kudos!

## Recommendations:

No Recommendations found for this review.

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/30/2022 10:34 AM</p>	<p><b>Finding 1:</b> The SFA has received Supply Chain Assistance Funds and not in compliance with the Attestation signed when receiving these funds. The SFA is unaware of what the funds can be spent on and/or the funds are not being tracked separately. CA: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent.</p> <p><b>Finding 2:</b> The 2020-21 Annual Financial Report reflected an incorrect accounting of the nonprofit school food service account and no transfer was made into the account to pay the full cost of non-program foods. CA 1: A fund transfer using non-Federal funds into the nonprofit school food service account is required moving forward. Upload a copy of the ledger entry into SNACS to show this fund transfer was made to cover the non-program foods cost in the 21/22 school year. CA 2: Upload the 2021-22 Annual Financial Report and ensure the beginning balance matches the ending balance of the previous school year, or that it accurately reflects the actual beginning and ending balance for 21/22. Upload a copy of the updated report into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/30/2022 01:11 PM</p>	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). CA: Provide a timeline for when a school meal program civil rights complaint policy will be put in place or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1000	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/30/2022 01:39 PM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content including a statement of policy leadership, nutrition education goals and specific language regarding when and how the triennial assessment will be conducted (7 CFR 210.31). CA: Provide updated or missing policy statement(s) and submit 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>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	

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<b>Due Date</b>			
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	Flagged 11/30/2022 01:52 PM	Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.  CA: 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.	
<b>Site Name</b>	Saint Johns Evang Luth Gr Sch		
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)		
<b>Question #</b>	409		
<b>TA Log #</b>	No TA Log# found		
<b>Due Date</b>			
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	Flagged 11/28/2022 04:03 PM	Finding: During the week of review there was a bean/pea/legume shortage. Only 1/4 cup of bean/peas/legume was offered over the course of the week. Corrective Action: Submit a statement indicating your understanding of the meal pattern and what you will do to ensure that the weekly subgroups will be met over the course of the week.	
<b>Site Name</b>	Saint Johns Evang Luth Gr Sch		
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)		
<b>Question #</b>	434		
<b>TA Log #</b>	No TA Log# found		
<b>Due Date</b>			
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	Flagged 11/28/2022 03:53 PM	Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. The Taco Boat recipe needs to be standardized to the St. John's Kitchen. Corrective Action: Work with Sparta School District School Nutrition Professionals and submit a standardized recipe for the Taco Boat recipe. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage ( <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a> ).	

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/18/2022	2529		Administrative Review		Food service			
<b>Comments</b>								
						<b>Created By</b>	<b>Created Date</b>	
<p><b>Contract updates:</b> The SFA's online contract indicates that the POS is a "Roster/Checklist at end of line" however reviewers observed that the POS was electronic at the end of the line for K-8 and a roster at the end of the line for the Pre-K. Best practice is to review the contract after each school year begins to see that the Meal Accountability Systems selected accurately reflect the actual procedure at each site. The SFA should choose Other from the contract dropdown list and then write in the two different POS set-ups by grade. Please update your online contract accordingly for SY 22/23.</p>								
11/18/2022	2528		Administrative Review		Food service			
<b>Comments</b>								
						<b>Created By</b>	<b>Created Date</b>	
<p><b>SFSP Outreach:</b> All SFAs are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all SFAs regardless of whether SFSP is offered by the SFA itself.</p>								

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Acceptable outreach activities inform families about the availability and location of summer meals prior to the end of the school year. SFAs distribute information through means normally used to communicate with households of enrolled children. This may include newsletters, automatic calling and texting services, email, or mailings. SFAs can inform families of summer meals by promoting the following: Access the Summer Meals Site Finder on the Find a Summer Meals Site webpage Call 211 to locate meals in the area Text "food" (in English or Spanish) to 304-304 Visit the Summer Food Service Program webpage Additional information can be found on the Administrative Review webpage and the SFSP Outreach Materials webpage. SFAs may also use ready-made promotional materials found within the Summer Meals Outreach Toolkit developed by No Kid Hungry.									
11/18/2022	2522		Administrative Review		Food service				
<b>Comments</b>									
					<b>Created By</b>		<b>Created Date</b>		
<b>Local Wellness Policy:</b> For suggestions on how potential stakeholders can be made aware of their ability to participate in the development, review, update, and implementation of the local school wellness policy please review our Local Wellness Policy In a Nutshell document, found on the Local Wellness Policy webpages: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-nutshell.pdf</a>									
11/18/2022	2520		Administrative Review		Food service				
<b>Comments</b>									
					<b>Created By</b>		<b>Created Date</b>		
<b>Local Wellness Policy:</b> For assistance with the Local Wellness Policy and identifying all the required parts, refer to the Local Wellness Policy checklist found on our Local Wellness Policy webpages: <a href="https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy">https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy</a> . Information on conducting a Triennial Assessment including the required Report Card can be found on that page also.									
11/18/2022	2514		Administrative Review		Food service				
<b>Comments</b>									
					<b>Created By</b>		<b>Created Date</b>		
<b>Professional Development:</b> Ongoing training in many aspects of the Child Nutrition Programs is offered by DPI in several formats. SFA staff and volunteers are encouraged to attend our School Nutrition Summer Training (SNST) series as the best source for programmatic changes that happen each year, beginner and advanced instruction, and the benefits of networking with other CNP operators. In particular this SFA could benefit from CNP Basics, Point of Service training, Offer vs. Serve training, Crediting and Meal Pattern training, and Financial Management training. Look for the SNST courses offered for the summer of 2023 on our webpages in May.									
11/18/2022	2513		Administrative Review		Food service				
<b>Comments</b>									
					<b>Created By</b>		<b>Created Date</b>		
<b>Civil Rights:</b> Thank you for using the Civil Rights Compliance Self Evaluation Form-National School Lunch Program (PI-1441) by October 31st each SY as required and keeping this form on file. Be sure to sign the PI-1441 as an indication that it has been completed and by whom.									
11/18/2022	2512		Administrative Review		Food Service				
<b>Comments</b>									
					<b>Created By</b>		<b>Created Date</b>		
<b>Civil Rights:</b> For assistance in creating a written procedure and policy your SFA will practice in the case of a civil rights complaint specific to the Child Nutrition Programs, utilize the template found on our Civil Rights webpages: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a> .									
11/18/2022	2510		Administrative Review		Food service				
<b>Comments</b>									
					<b>Created By</b>		<b>Created Date</b>		
<b>Non-discrimination statement:</b> This SFA is claiming the religious exemption in order to use the 2019 version of the And Justice for All poster and Non-discrimination statement. Please be aware that all DPI Child Nutrition Program materials which carry the non-									

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discrimination statement are updated each year and use the updated 2022 version. While using DPI produced Public Release template and letter templates your SFA will need to edit the non-discrimination statement to read exactly as the 2019 version does.								
11/18/2022	2506	711	Administrative Review	ALL	Food service			
<b>Comments</b>								
					<b>Created By</b>	<b>Created Date</b>		
<b>Adult Meal prices:</b> To accurately price Adult Meals rely on the Wisconsin Adult Meal Pricing Worksheet found on our Financial Management webpages under Non-program Foods: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/wisconsin-adult-meal-pricing-worksheet.xlsx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/wisconsin-adult-meal-pricing-worksheet.xlsx</a> . Using an adult meal price determined from your Joint Agreement will not take into account all labor and administrative costs required to produce these meals.								
11/18/2022	2536		Administrative Review		Food service			
<b>Comments</b>								
					<b>Created By</b>	<b>Created Date</b>		
<b>Leftover Foods:</b> In the past, the SFA has had questions regarding the allowability of offering students second portions of food for free. Aside from controlling food cost, there are few concerns with offering students free second portions of fruits and vegetables with their reimbursable meals. However, there are several considerations when offering second portions of entrees. One major consideration is how second portions that are given away free could be distributed fairly and not just to the oldest students, to the boys, etc. Additionally, SFAs must choose one of the following plans regarding offering seconds or using up "leftovers": Second portions could be given away as part of the reimbursable meal and considered a "program food," but then must be included in the dietary specifications for the week. This option may be challenging because offering seconds can complicate production planning, increase food cost, and increase dietary specifications. Second portions could be given away outside of the reimbursable meal, and thus would be considered a non-program food given away free. In this case, the seconds would not need to be included in the dietary specifications. However, a non-federal funding source would need to cover the cost of giving away these food items. This would involve tracking the number of seconds given away and making a fund transfer for these items. The food service account could not absorb the cost of giving away these non-program food items. Second portions could be sold to students as a la carte at a price established to cover the full cost of producing the item. The items would need to adhere to Smart Snacks regulations and non-program food pricing regulations ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf</a> ; <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf</a> ).								
11/18/2022	2535		Administrative Review		Food service			
<b>Comments</b>								
					<b>Created By</b>	<b>Created Date</b>		
<b>POS:</b> Meals may only be charged to a student upon receipt of a reimbursable meal to assure proper benefits issuance. A POS system which relies on the confirmation of a pre-order for lunch is not as accurate as a system which simply 'sells' or 'selects' a meal to a student at the POS. Students may choose which type of milk to have at lunch service. If the SFA is operating Offer vs. Serve, then students should always have the option of selecting their components in the meal service line without regard to what they or their parents may have indicated in a pre-order system.								
11/18/2022	2534		Administrative Review		Food service			
<b>Comments</b>								
					<b>Created By</b>	<b>Created Date</b>		
<b>Application signatures:</b> When an application(s) is chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application. The Confirming Official only signs an application as a part of the Verification process. Likewise the Verifying Official only signs the back of an application that has been selected for verification once verification is complete.								