

Administrative Review Report

St. Patrick Parish

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/07/2022	02/06/2023
On-Site Review	02/07/2023	02/09/2023
Site Selection Worksheet	10/01/2022	10/31/2022
Entrance Conference	02/07/2023	02/07/2023
Exit Conference	02/09/2023	02/09/2023

Commendations:

From Public Health Nutritionist:

Thank you to all staff at St. Patrick's Catholic School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The Food Service Director was very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students, and great work with your participation in Around the World in 80 Trays!

From Nutrition Program Consultant:

Our sincere thanks to the administration and school nutrition professionals at St. Patrick's Catholic School. We appreciate your time and efforts spent preparing for and participating in the administrative review process. Thank you for being available during the on-site portion of the review and helping us to gather the needed documentation and information. Thank you for serving healthy, nutritious meals to your students!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	103	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/09/2023 07:28 AM	<p>Finding: The SFA was not correctly using the 30 day carryover for students with an eligibility status from the previous school year. (7 CFR 245.6)</p> <p>Corrective Action: Provide a statement of understanding that the carryover period includes 30 operating days as opposed to calendar days.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/23/2023 01:25 PM	<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: Review the Annual Financial Report webcast or manual on the DPI website then update the 2021-22 Annual Financial Report with revenues and expenses broken out by program and category. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	705	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/23/2023 01:33 PM	<p>Finding: SFA does not have adequate internal controls to maintain oversight of federal funds. The nonprofit school food service account was charged for unallowable expenses (35% of monthly parish refuse bill without having conducted a study) (2 CFR 200.303, 2 CFR 200.400).</p> <p>Corrective Action: Complete a bag study to determine the true percentage of refuse coming from the foodservice program. The result will be compared to the presently charged 35%. The cost of the unallowable expenses charged to the nonprofit school food service account during SY 2021-22 up to and through the dates of the Administrative Review must be refunded. Make a transfer using non-Federal sources and upload a copy of the general ledger into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 02/23/2023 02:05 PM	Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). A template procedure can be found on the DPI SNT Civil Rights webpage: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx . Corrective Action: 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.
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 02/09/2023 07:21 AM	Finding: Current Local Wellness Policy (LWP) does not include all of the required content (policy statement regarding public involvement and foods provided but not sold) (7 CFR 210.31). Additionally, current policy has statement stating administrator may deviate from nutrition guidelines for special occasions. Corrective Action: 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.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1003	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/09/2023 07:15 AM	Finding: SFA did not invite a diverse group of stakeholders to participate in the committee to develop, update and review the LWP per 7 CFR 210.31. Corrective Action: Provide a statement of understanding that the LWP committee must invite a diverse group of stakeholders.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/09/2023 07:14 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	Saint Patrick's Grade Sch	
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	20	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/08/2023 10:42 AM</p>	<p>Finding: The weekly amounts of meat/meat alternate (M/MA) offered on the salad bar at lunch (26-30 ounce equivalents), greatly exceeds the recommended maximum (10 ounce equivalents) for grades K-8. Serving this much M/MA means that the dietary specifications are very likely being exceeded while also resulting in increased food costs.</p> <p>Corrective Action: Describe how the menu would be changed to decrease the weekly M/MA offerings on the salad bar so that the planned menu is closer to the recommended target maximum. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation if applicable.</p>
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	<p>Flagged 02/08/2023 08:54 PM</p>	<p>7 free and reduced-price meal application determinations were reviewed, 4 errors were identified.</p> <p>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.</p> <p>Corrective Action 1: 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.</p> <p>Corrective Action 2: Upload a copy of the letter to the households whose meal benefits changed as a result of this finding into SNACS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	137	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/09/2023 09:15 AM</p>	<p>Finding: The SFA did not effectively update student eligibility changes to the benefit issuance (BI) list.</p> <p>Corrective Action: Update the BI list to accurately reflect the eligibility of the students in error and upload into SNACS. This was completed onsite. No further action required.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	209	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/09/2023 10:28 AM</p>	<p>Finding: SFA used Standard or Alternate 2 sampling method but did not select error prone applications first.</p> <p>Corrective Action: Review the Eligibility Manual or watch the verification webinar and provide a statement of understanding on how to identify error prone applications.</p>

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	Finding: Evidence of income provided by household whose application was selected for verification was destroyed by SFA prior to review and not submitted to SA.	
	Corrective Action: Request evidence of income from household and upload into SNACS for review.	
Site Name		
Form Name	Verification (207 - 215)	
Question #	215	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/08/2023 09:15 PM	Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a) Corrective Action: Provide a statement detailing the process the SFA will follow to ensure verification is completed within the required time frame.
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 02/09/2023 10:46 AM	Finding: SFA is not following the current approved contract (breakfast in classroom not indicated, elimination of reduced-price breakfast not indicated). Corrective Action: Update the online contract and submit for approval.
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 02/09/2023 11:24 AM	Finding: The SFA uses the 2015 nondiscrimination statement on some program materials and the updated 2022 version of the nondiscrimination statement on others. The SFA is exempt from posting the 2022 NDS based on acceptance of the religious exemption. Corrective Action: Update all program materials to include the 2015 non-discrimination statement in accordance with the religious exemption acceptance. Provide a statement of understanding that this must be completed.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1216	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/09/2023 11:47 AM	Finding: All school nutrition program staff did not complete the required training hours for the current school year and were unable to provide a training plan for the current school year (7 CFR 210.30).

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		Corrective Action: Review the School Nutrition Team Professional Standards webpage for annual training requirements for school food service staff. Provide a training plan for how each staff member that is not in compliance will meet the required training hours for the current school year.
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 02/07/2023 06:42 PM	<p>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.</p> <p>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.</p>
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 02/08/2023 09:44 PM	<p>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 (OVS Breakfast in the Classroom) (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for the current school year for all non-school nutrition staff who administer Offer vs. Serve for Breakfast in the Classroom.</p>
Site Name		
Form Name	Reporting and Recordkeeping (1500 - 1501)	
Question #	1501	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/08/2023 09:30 PM	<p>Finding: SFA is not maintaining all program records and documentation for three years plus the current school year (states that verification documentation was destroyed after verification) (7 CFR 210.23(c)).</p> <p>Corrective Action: Provide a statement of how the record retention requirements will be met moving forward.</p>
Site Name	Saint Patricks Grade Sch	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	<p>Flagged 03/03/2023 11:36 AM</p>	<p>Finding 1: The lunch meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). Meal counts are not taken as the student received their reimbursable meal (milk is offered after the Point of Service at lunch).</p> <p>Corrective Action 1: Correct the meal counting process to ensure meals are tracked as the student receives their meal. Then submit 30 consecutive operating days of meal counts for lunch and corresponding edit check reports. Accurate counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.</p> <p>Finding 2: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). On the day of onsite observation, two ineligible breakfasts were observed being claimed and are not eligible for reimbursement.</p> <p>Corrective Action 2: Discontinue claiming ineligible meals and ensure staff are trained in accordance with professional standards requirements (see professional standards CA). Fiscal action will be calculated on the number of ineligible meals observed on the day of review.</p>
Site Name	Saint Patrick's Grade Sch	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	322	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/20/2023 10:31 AM</p>	<p>Finding: SFA did not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. The SFA is using the wrong software report and therefore not completing the required monthly edit check.</p> <p>Corrective Action: Work with your software provider to identify the edit check report and upload monthly edit checks for breakfast for August through February into SNACS. Fiscal action will be calculated if meal counting and claiming errors are identified.</p>
Site Name	Saint Patricks Grade Sch	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/20/2023 09:56 AM</p>	<p>Finding: SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. Breakfast meal counts by eligibility category were not correctly reported on the monthly claim based on the edit check provided on the day of review.</p> <p>Corrective Action: Upload monthly edit checks for breakfast for August through February into SNACS.</p>
Site Name	Saint Patricks Grade Sch	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/08/2023 11:02 AM</p>	<p>Finding: Students with special dietary needs were served chocolate oat milk, which is not an allowable milk substitute. There are medical statements on file, however the statements do not indicate the specific substitutions to be made. Therefore, the milk substitution available should be</p>

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		<p>nutritionally equivalent to cow's milk.</p> <p>Corrective Action: Provide a picture of the new milk substitution, including the nutrition label, that will be provided to students with special dietary needs whose medical statements do not list a specific type of milk substitute.</p>
Site Name	Saint Patricks Grade Sch	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/08/2023 10:29 AM</p>	<p>Finding: The preschool students were served the K-8 meal pattern for breakfast, but were not served at the same time and in the same place as the older students. Children who are not yet in kindergarten must be served the preschool meal pattern if not co-mingled with other grade groups at meals.</p> <p>Corrective Action: Submit a statement describing the specific changes made to meal service in order to serve the preschool students the age-appropriate meal pattern. Information on this meal pattern is available on the Infants and Preschool in NSLP and SBP webpage (https://dpi.wi.gov/school-nutrition/program-requirements/infants-and-preschool).</p>
Site Name	Saint Patricks Grade Sch	
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	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/08/2023 10:35 AM</p>	<p>Finding: The daily minimum requirement for fruit was not met for the K-8 grade group for breakfast during the review period. The planned portion size offered each day was ½ cup of fruit.</p> <p>The daily minimum requirement to be offered for K-8 is 1 cup of fruit. In addition, on Wednesday, January 11 th only 5/8 cups of vegetables were offered. The minimum requirement to be offered for K-8 is ¾ cup of vegetables.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit and vegetables will be met for breakfast an lunch each day (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Saint Patricks Grade Sch	
Form Name	Offer vs Serve (500-502)	
Question #	502	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/08/2023 09:51 AM</p>	<p>Finding: Signage was not posted at breakfast or lunch to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p>

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		Corrective Action: Submit a picture of completed signage posted near the breakfast and lunch service line.
Site Name	Saint Patricks Grade Sch	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/07/2023 06:17 PM	Finding: The incorrect nondiscrimination "And Justice for All" poster was posted in the meal service area (FNS Instruction 113). Corrective Action: Provide a statement and or image of how this requirement will be met. If corrected while onsite, no further action required.
Site Name	Saint Patricks Grade Sch	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/07/2023 06:11 PM	Finding: The most recent food safety inspection report was not posted in a publicly visible location. Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. If corrected onsite, no further action is required.
Site Name	Saint Patricks Grade Sch	
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 02/08/2023 09:33 AM	Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Olives (Portugal), Dole fruit salad (Phillipines), Mandarin oranges (China), Pineapple (Phillipines), Bell peppers (Mexico). Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products; olives, fruit salad, mandarin oranges, pineapple, bell peppers. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).
Site Name	Saint Patricks Grade Sch	
Form Name	Afterschool Snack Program (1700)	
Question #	1700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 03/14/2023 02:33 PM	Finding: The SFA is currently listing the Average Daily Attendance (ADA) used for their NSLP claims on their ASP claims, as opposed to the ADA at the enrichment activity where the snack is served. Corrective Action: Submit a statement of understanding that the ADA listed on the Afterschool Snack Program claim should be the average daily attendance at the enrichment activity where the snack is offered.
Site Name	Saint Patricks Grade Sch	
Form Name	Afterschool Snack Program	
Question #	7	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/09/2023 08:27 AM	Finding: The first Afterschool Snack onsite monitoring was not completed within the required first four weeks of the school year. (7 CFR 210.9) Corrective Action: Provide a statement of understanding that the Afterschool Snack Program must be monitored twice each year at each site it is operated at. Once during the first four weeks of the program plus one additional time during the program year.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/08/2023	2825	403	Administrative Review	Saint Patricks Grade Sch	FSD			
Comments								
						Created By	Created Date	
If a signed medical statement is on file and there is no substitute listed, the SFA should ask for a substitute to be listed. While waiting for an update they will need to serve a substitute that has the same nutrients as cow's milk. This would be lactose free or soy milk or pea protein milk. https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/list-of-allowable-fluid-milk-substitutes.pdf . Once they have clarification on the medical statement they should serve whatever is listed. If the request is from a parent and not on a medical statement they must serve a substitute that has the same nutrients as cow's milk. In the case of a parent request they should also submit a request form to DPI https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/fluid-milk-substitute-approval-form.pdf .								2/8/2023 11:04:01 AM
02/08/2023	2823	431	Administrative Review	Saint Patricks Grade Sch	FSD			
Comments								
						Created By	Created Date	
As a reminder, there is a difference between weight (ounces) and volume (fluid ounces). On the salad bar production record, shredded cheese was measured in tablespoons. Meat and meat alternates should be measured by weight, and therefore the planned portion size should be listed in ounces.								2/8/2023 10:46:35 AM
02/08/2023	2822	10	Administrative Review	Saint Patricks Grade Sch	FSD			
Comments								
						Created By	Created Date	
The intent of the NSLP is to serve students nutritiously balanced meals and teach them healthy habits to last a lifetime. Offering portions greatly exceeding the daily minimum serving size does not aid in teaching students good nutrition or eating habits. This practice also drives up food costs and most likely does not fit into the dietary specifications. For example, the recipe for ham and turkey sub consists of 2 ounces of ham (1.5 ounce equivalent), 2 ounces of turkey (1.25 oz. equivalent), and 2 slices of cheese (1 ounce equivalent), which is a total of 3.75 meat/meat alternate ounce equivalents for the entrée. The meal pattern only requires between 1-2 ounces of meat/meat alternate to be offered per meal.								2/8/2023 10:39:11 AM
02/08/2023	2821	401	Administrative Review	Saint Patricks Grade Sch	FSD			

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Comments						Created By	Created Date
It is critical that food service staff thoroughly understand Offer versus Serve (OVS) in order to ensure that all students select reimbursable meals. OVS resources on WI DPI's Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve) may be used as training resources.							2/8/2023 10:17:24 AM
02/08/2023	2820	433	Administrative Review	Saint Patricks Grade Sch	FSD		
Comments						Created By	Created Date
Some Meat/Meat alternates (M/MA) do not credit ounce-for-ounce because they contain ingredients other than meat (e.g. water, fillers, breading). For example, fajita chicken credits as 1 ounce equivalents (oz eq) for every 1.7 ounces by weight. Therefore, a 2 ounce serving of fajita chicken equals 1 oz eq (1.176 rounded down to the nearest .25 ounce). Make sure to use current product information to determine the weight of each serving in order to meet the daily and weekly requirements.							2/8/2023 10:12:04 AM
02/08/2023	2819	431	Administrative Review	Saint Patricks Grade Sch	FSD		
Comments						Created By	Created Date
Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. During the week of review, on 1/13, the production record says to use an 8 oz. spoodle, but the recipe says to use a 6 oz. spoodle. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste.							2/8/2023 10:09:43 AM
02/08/2023	2818	435	Administrative Review	Saint Patricks Grade Sch	FSD		
Comments						Created By	Created Date
Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization and use all resources available to you. Visit our Standardized Recipes webpage for additional tools and resources or contact a Public Health Nutritionist for assistance (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes ; https://dpi.wi.gov/school-nutrition/directory).							2/8/2023 10:07:17 AM
02/08/2023	2817	411	Administrative Review	Saint Patricks Grade Sch	FSD		
Comments						Created By	Created Date
The printed menu should list all components included with the reimbursable meal. Currently a milk variety is not listed on the menu. The menu says 1% milk is offered daily, but it should say that 1% white and 1% chocolate is offered each day.							2/8/2023 10:04:42 AM
02/08/2023	2816	411	Administrative Review	Saint Patricks Grade Sch	FSD		
Comments						Created By	Created Date
The printed menu should list all components included with the reimbursable meal. During the week of review, on January 9th, no grain was listed on the lunch menu, but bread was on the production record.							2/8/2023 10:03:53 AM
02/08/2023	2815	431	Administrative Review	Saint Patricks Grade Sch	FSD		
Comments						Created By	Created Date
Milk is a required component as part of the National School Lunch Program (NSLP). You must record daily usage by milk type on your production records (e.g., skim chocolate milk, 1 percent white milk). Milk usage is not currently being tracked on breakfast production records.							2/8/2023 10:01:41 AM
02/08/2023	2814	500	Administrative Review	Saint Patricks Grade Sch	FSD		

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Comments						Created By	Created Date
Offer Versus Serve (OVS) is not being properly implemented in the main entrée serving line. Students are served all five components rather than being allowed to select three components, including ½ cup fruit and/or vegetable. It is highly encouraged to properly utilize OVS in order to reduce food waste and allow students to make choices about which foods they select.							2/8/2023 9:55:47 AM
02/07/2023	3159	208	Administrative Review	ALL	FSD and AR		
Comments						Created By	Created Date
A confirmation review is only required as part of the verification process. Only the applications selected for verification should have a confirming official signature.							3/14/2023 2:11:20 PM

Recordkeeping

- All program records related to the school nutrition programs must be kept for a period of three years after submission of the final claim for reimbursement for the fiscal year. If audit findings have not been resolved, the three-year period is extended as long as required for resolution of audit issues. Refer to 7 CFR 210.23 (c) and 7 CFR 210.15 (b). This includes free, reduced-price, and denied applications, DC documents, and verification documents.

Local Wellness Policy (LWP)

LWP Requirements

- The LWP requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. The final rule requires SFAs to begin developing a revised local school wellness policy during School Year 2016-17 with full compliance of the final rule by June 30, 2017.
- SFAs are required to retain basic records demonstrating compliance with LWP requirements.
- If no LWP has been developed, the SFA must establish a written policy.
- For assistance in the creation of a LWP, Wisconsin Team Nutrition has several wellness policy resources available. A toolkit, a wellness policy builder, and wellness policy report card found on the [Local Wellness Policy \(LWP\)](#) webpage.

LWP Content

SFAs are required to have language in their LWP that relates to all the content areas listed in the [LWP Checklist](#) found on the [Local Wellness Policy section](#) of the DPI SNT website.

Indirect Costs

- DPI does not allow the annual assigned indirect cost rate to be applied to the nonprofit food service account.
- For both public and private schools in Wisconsin, any indirect type costs assessed to food service must be supported with documentation. Examples of supporting documentation for costs assessed to the nonprofit food service account could include: