

Administrative Review Report

St. Paul's Lutheran School

Commendations:

From Public Health Nutritionist:

Thank you to all staff at St. Paul's Lutheran for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Head Cook 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 Head Cook very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

From Nutrition Program Consultant:

Thank you again to all the staff at St. Paul's Lutheran for the accommodations, allowing us to come into your school and for the courtesies given to us while we were on-site. It was much appreciated that so many answers and documents were sent to us in preparation of the on-site portion of the AR. To the food service staff and volunteers who help to serve the students at the school, great job! It is evident that you all care very much about serving fresh and nutritious foods with a smile on your face to the students and they repay you with great manners.

Recommendations:

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 will offer School Nutrition Summer Training online and in person in 2023. Find more information on these training opportunities on the [DPI School Nutrition Training Webpage](#).

SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to the [Wisconsin DPI School Nutrition GOALS Training Webpage](#).

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Findings and Corrective Action:

Form Name	Civil Rights (800 - 807)	
Question #	805	
Corrective Action History		<p>Finding: All food substitutions made outside of the meal pattern are not supported by a signed medical statement from a licensed medical professional (7 CFR 210.10).</p> <p>Corrective Action: Provide a detailed statement or policy indicating the steps the district will take to ensure that food substitutions made outside of the meal pattern are made based on an appropriate medical statement. See the SNT Special Dietary Needs example policy for assistance (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx).</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
Corrective Action History		<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: 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>
Site Name	St. Paul's Lutheran School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
Corrective Action History		<p>Finding: While the preschool students were co-mingled with other students during lunch, they were served smaller portions than the elementary students. When preschool students are co-mingled, they must be served the K-8 meal pattern.</p> <p>Corrective Action: Submit one week of completed production records showing that the preschool students are served the K-8 meal pattern.</p>
Site Name	St. Paul's Lutheran School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
Corrective Action History		<p>Finding: There was a weekly grain shortage at lunch during the week of review. Only 7 oz. eq. grain was offered over the course of the week, which does not meet the minimum 8 oz. eq. grain requirement for the K-8 meal pattern.</p> <p>Corrective Action: Submit a statement explaining how this weekly grain shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	St. Paul's Lutheran School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
Corrective Action History		<p>Finding: There was a weekly legume shortage at lunch during the week of review. Only 1/8 cup of black beans was offered over the course of the week, which does not meet the minimum 1/2 cup legume requirement for the K-8 meal pattern.</p> <p>Corrective Action: Submit a statement explaining how this weekly legume shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>

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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
03/28/2023	3298	1601	Administrative Review	ALL	FSD
Comments					
<p>A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round throughout the state. SFAs can inform families of summer meals by promoting the following methods:</p> <ul style="list-style-type: none"> • Promotion of the Summer Meals Locator on the DPI Summer Meals webpage • Promotion of calling 211 to locate meals in the area. • Promotion of the ability to text 'food' (in English or Spanish) to 304-304 • Promotion of visiting the Summer Food Service Program webpage. 					
03/28/2023	3297	437	Administrative Review	St. Paul's Lutheran School	FSD
Comments					
<p>TA was given to Head Cook on vegetable subgroups. Green peas were being credited as legumes during the week of review when they should credit as a starchy vegetable. Refer to the Vegetable Subgroups handout (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf) to identify vegetables in each subgroup.</p>					
03/28/2023	3296	1007	Administrative Review	ALL	FSD
Comments					
<p>Great wellness policy! It is recommended that in the goals section of "Other School based Activities" the policy be updated to include the USDA MyPlate, which replaced the Food Guide Pyramid in 2011.</p>					