

Administrative Review Report

Good News Fellowship Church Inc

Commendations:

Thank you to all staff at Good News Fellowship 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!

Thank you to the Authorized Representative for being available for discussion and questions during the review. It is clear that the Authorized Representative is open to suggestions and is eager to continue improving the school meal programs. The SFA puts in great effort in offering the NSLP and CACFP to all of the children and takes time to try to meet the necessary requirements for each program.

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 02/14/2023 04:35 PM	Finding: The SFA did not send out the complete application packet to all households at the beginning of the school year. The application form and parent/FAQ letter were sent out, but the application instructions were not. CA: Please submit a plan on how the full 3-part application packet, including the application instructions, will be distributed to all households in the next school year.
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	112	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/14/2023 04:30 PM	Finding: The SFA's benefit issuance list does not contain the required elements including: the names of students eligible to receive meal benefits; the effective date; the meal eligibility; and how the benefits were determined. CA: Update the benefit issuance list to include all required information and upload into SNACS.
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 03:59 PM	Finding 1: On the Annual Financial Report, some investigation and corrections are needed (7 CFR 210.19): <ul style="list-style-type: none"> The NSL "school food revenue excluding transfers" amount does not accurately reflect all NSLP revenues received in 21-22. The total should include all lunch reimbursements from August 2021-June 2022, P-EBT administrative funds, state match paid in May 2022, and Supply Chain Assistance Funds Round 1. Adjusting this number will likely also require an adjustment to the revenue amount for NSL under "operating transfer from non-food service account." There were no revenues or expenditures allocated to Non-Program Foods (NPF). Adult meals and extra milk/cold lunch milk purchased by students are NPF. Please refer to the corresponding resources for assistance with this topic.

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		<p>CA: 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.</p> <p>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	<p>Flagged</p> <p>02/14/2023 04:29 PM</p>	<p>Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed when receiving these funds. The SFA is not aware of what the funds can be spent on, the funds are used on unallowable costs and/or the funds are not being tracked separately.</p> <p>Please refer to the SCA Funds In a Nutshell and the DPI SCA Funds Tracker which can be used to track the funds. Use of the specific DPI tracker is optional.</p> <p>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>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	711	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/23/2023 03:51 PM</p>	<p>Finding: Adult meal prices are not set according to FNS Instruction 782-5 Rev. 1.</p> <p>CA 1: Utilizing the Wisconsin Adult Meal Pricing Guide using the 21-22 NSLP reimbursement rates on the Financial Management webpage on the SNT website, determine the minimum price required for adult meals at your SFA.</p> <p>Based on the DPI assessment, the minimum adult lunch price is \$4.50.</p> <p>CA 2: Update the online contract with the updated adult meal price.</p> <p>CA 3: Since the SFA allows adults to have a free lunch that the church/general fund pays for, the amount reimbursed to the food service account should be the number of meals given away to adults multiplied by the established adult meal price.</p> <p>Submit a statement of understanding that the amount reimbursed to food service to cover the free adult meals must be adjusted to reflect the newly calculated adult meal price.</p>
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	<p>Flagged</p> <p>02/14/2023 04:01 PM</p>	<p>Finding: The Public Release was not distributed to the required locations.</p> <p>CA: Upload into SNACS the names of 2-3 organizations that the public release will</p>

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		be sent in the following school year. This must include at least one media outlet and one "grassroots organization."
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 02/14/2023 04:02 PM	Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). There is a template procedure available that can be used. CA: Provide a timeline for when a school meal program civil rights complaint policy will be put in place, or included in an existing school policy. Provide the name and title of the SFA representative that will ensure compliance.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/14/2023 04:04 PM	Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1). CA: Provide the civil rights training to all staff that interact with program applicants found on the DPI website. Upload the sign in sheet with the names and date(s) the training was provided, or the individual certificates of completion of the webcast. The staff that should get this training include the food service director, authorized representative, school principal, school secretary, two kitchen workers, the lunchroom aide, and any teachers that have responsibilities for checking students off at the point of service during lunch.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/14/2023 04:05 PM	Finding: The Civil Rights Compliance Self-Evaluation Form (PI-1441) was not completed by October 31. CA: Complete the Civil Rights Compliance Self-Evaluation Form (PI-1441) form and submit as corrective action.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/14/2023 04:23 PM</p>	<p>Finding: The current Local Wellness Policy (LWP) does not include all of the required content. Specific content addressing policy leadership, school meals (specifically the Healthy Hunger-Free Kids Act of 2010), foods sold outside school meals, food and beverage marketing, the triennial assessment, and updating/informing the public is lacking (7 CFR 210.31).</p> <p>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>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1001	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/14/2023 04:25 PM</p>	<p>Finding: The SFA does not make the Local Wellness Policy (LWP) publicly available in accordance with 7 CFR 210.31.</p> <p>CA: Notify the public of the LWP and upload documentation for how the public was notified. This could include posting the LWP on the school's website.</p>
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	<p>Flagged 02/14/2023 04:11 PM</p>	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years, and thus also did not share the results of the Local Wellness Policy (LWP) assessment with the public per 7 CFR 210.31.</p> <p>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 the completed assessment if posted on the school website.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	133	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/23/2023 04:14 PM</p>	<p>Finding: Students directly certified were not receiving appropriate free or reduced meal benefits:</p> <ul style="list-style-type: none"> Two students from the same household were directly certified at the beginning of the school year for reduced-price meals. They were then matched on 12/7/22 on direct certification (DC) for free meal benefits. This update was not made at the point of service or benefit issuance document. Another student was at paid status at the start of the school year but was certified for reduced-price meals on the 12/7/22 direct certification run. This update was not made at the point of service or benefit issuance document. <p>CA 1: Notify the household of the correct eligibility and upload a copy of the letter and documentation verifying your system has been updated with the correct eligibility into SNACs. This was completed during the on-site review, so no further action is needed for this point.</p>

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		CA 2: Submit a statement describing how changes in direct certification statuses will be correctly updated on the benefit issuance list in a timely manner going forward. A student is eligible for the meal benefit they are directly certified for on the date the DC match is completed.
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 02/14/2023 04:41 PM	<p>Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a).</p> <p>CA: Provide a statement detailing the process the SFA will follow to ensure verification is completed within the required time frame.</p>
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 02/14/2023 04:15 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>CA: Include all training hours completed this school year for each school food service employee onto a tracking tool such as the USDA or DPI professional standards training tracking tool and upload into SNACS.</p>
Site Name	St. Point Christian Academy	
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	
Corrective Action History	Flagged 02/23/2023 03:40 PM	<p>Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). The end-of-the-line roster check off process used for point of service (POS) is not consistent. The observed issues include:</p> <ul style="list-style-type: none"> • staff not actually looking at the student's tray to ensure a reimbursable meal is selected as they leave the line before being checked off • staff checking off students that are waiting in line before they actually come through the line • staff marking off based on who ordered a meal instead of checking who is actually taking a meal • staff marking off students in line before they are offered or given milk <p>Counts used for reimbursement claims must be based on an acceptable, accurate point of service (POS). The POS is defined as the point where it can be reliably determined that an eligible child received a reimbursable milk or meal. Further, all meal components must be offered to the students before the POS (unless a "beginning of the line" POS is approved by DPI). The milk should be moved to before the check-off point.</p> <p>Be sure to retain the completed roster check off sheets for at least three years plus the current year. These rosters marked at the end of the lunch line serve as the POS record and must be retained.</p>

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		<p>CA: Correct the POS to ensure accurate counts are tracked. Provide a description of the updated process.</p> <p>After the updated process is implemented, then submit 30 consecutive operating days of meal counts and corresponding edit check reports.</p> <p>Clean 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>It is recommended to view the POS webcast for important reminders and examples of POS options. An additional suggestion is to have just one person be responsible for the roster check off, instead of several different people. This may help with consistency. This person should only be focused on that task while students are coming through the line.</p> <p>To assist in moving the milk to before the POS, the school may consider using an insulated milk barrel (milk bag) with ice packs to serve milk in a stationary location at or before the staff person doing the roster check-off. Students can then select a milk themselves as they come through the line.</p>
Site Name	St. Point Christian Academy	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/14/2023 10:00 AM</p>	<p>Finding: There was a daily meat/meat alternate shortage for K-12 on the day of review.</p> <ul style="list-style-type: none"> For the K-8 meal pattern: 0.5 oz. equivalent was offered (1 oz. equivalent required). For the 9-12 meal pattern: 1.25 oz. equivalent was offered (2 oz. equivalent required). <p>CA: Submit documentation showing how the daily minimum requirement will be satisfied, including a statement of understanding of how to fulfill the meal pattern requirement in the future.</p> <p>Please note, repeat meal pattern violations during subsequent Administrative Reviews may result in fiscal action.</p>
Site Name	St. Point Christian Academy	
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>02/14/2023 10:30 AM</p>	<p>Finding: There was a daily fruit shortage for 9-12 during the week of review on Monday, January 23. The only fruit offered was a whole banana, which credits as ½ cup fruit. The minimum amount of fruit to be offered in the 9-12 meal pattern is 1 cup.</p> <p>Finding: The weekly minimum requirement for fruit was not met for the 9-12 lunch meal pattern during the review period. The weekly minimum requirement for 9-12 is 5 cups. Only 4 ½ cups were offered during the week of review.</p> <p>Finding: There was a daily meat/meat alternate (M/MA) shortage for K-8 and 9-12 during the week of review. The following days contained shortages:</p> <ul style="list-style-type: none"> Wednesday, January 25, 2023: <ul style="list-style-type: none"> 0.75 oz. equivalent recorded for K-8 (1 oz. equivalent required) 1.25 oz. equivalent recorded for 9-12 (2 oz. equivalent required). Thursday, January 26, 2023: <ul style="list-style-type: none"> 0.5 oz. equivalent recorded for K-8 (1 oz. equivalent required) 1 oz. equivalent recorded for 9-12 (2 oz. equivalent required).

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		<p>Finding: The weekly minimum requirement for meat/meat alternate was not met for K-8 or 9-12 during the review period. The weekly minimum requirement for K-8 is 9 oz. equivalent (6 oz. equivalent recorded) and the minimum requirement for 9-12 is 10 oz. equivalent (9.75 oz. equivalent recorded).</p> <p>Finding: There was a daily grain shortage for both K-8 and 9-12 during the week of review. The following days contained shortages:</p> <ul style="list-style-type: none"> • Monday, January 23, 2023: <ul style="list-style-type: none"> ○ 0.5 oz. equivalent recorded for K-8 (1 oz. equivalent required) ○ 1 oz. equivalent recorded for 9-12 (2 oz. equivalent required). • Thursday, January 26, 2023: <ul style="list-style-type: none"> ○ 0.75 oz. equivalent recorded for K-8 (1 oz. equivalent required) ○ 1.75 oz. equivalent recorded for 9-12 (2 oz. equivalent required). <p>** Fiscal action will be taken for meals served on Monday, January 23rd and Thursday, January 26th as a result of a <u>repeat</u> violation of daily grain shortages.**</p> <p>Finding: There was a weekly grain shortage at lunch during the week of review. Only 5.5 oz. eq. grain was offered to K-8 over the course of the week, and only 8.75 oz eq were offered to 9-12, which does not meet the minimum 8 oz. eq. grain requirement for the K-8 meal pattern and the minimum 10 oz. eq. for the 9-12 meal pattern.</p> <p>CA: Submit a menu planning worksheet for lunch for each age/grade group listed below for the week of review (January 23-27, 2023), showing that all components and quantities will be met. Please complete menu planning worksheets to reflect the changes to the originally served menu. Refer to the Lunch Meal Pattern Table for daily and weekly requirements https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning.</p> <ul style="list-style-type: none"> • Please complete a Menu Planning Worksheet for K-8 Lunch for the week of review (January 23-27, 2023): K-8 Lunch Menu Planning Worksheet (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning) • Please fill out a Menu Planning Worksheet for 9-12 Lunch for the week of review (January 23-27, 2023): 9-12 Lunch Menu Planning Worksheet (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning) <p>Please note, repeat meal pattern violations during subsequent Administrative Reviews may result in fiscal action.</p>
Site Name	St. Point Christian Academy	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/14/2023 10:15 AM</p>	<p>Finding: The printed menu should list all components included with the reimbursable meal. Currently, only the main entrée is listed on the menu. In addition, milk must be listed daily, or it may be listed in one place on the menu and include a statement that states a variety of milk is offered daily as part of the reimbursable meal.</p> <p>CA: Submit a copy of an updated menu that includes all the daily components, including a milk variety statement.</p>
Site Name	St. Point Christian Academy	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 02/14/2023 10:09 AM	<p>Finding: The leftovers column, specific fruit and vegetables, appropriate serving sizes, and milk usage were not consistently filled in daily on production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production.</p> <p>Review the Production Record Requirements.</p> <p>CA: Submit one full week of completed production records with leftovers, specific fruit and vegetables, appropriate serving sizes, and milk usage recorded daily. 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. Point Christian Academy	
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 02/14/2023 09:23 AM	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> • Pineapple (Indonesia) • Mandarin Oranges (China) • Bananas (Guatemala) <p>CA: Complete and submit a Noncompliant Product List Form for the non-domestic products; pineapple, mandarin oranges, bananas. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/27/2023	3003		Administrative Review		FSD			
Comments								
						Created By	Created Date	
<p>For assistance in the updating the wellness policy, 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 webpage. The policy builder contains a variety of sample language that SFAs can adopt and modify to suit their needs instead of needing to come up with language from scratch.</p> <p>The SFA must inform the public about the content, implementation of, and updates to the Local Wellness Policy (LWP) on an annual basis. SFAs may use a variety of methods to notify the public about the LWP. This may include mailing flyers, newsletters, emails, newspaper articles. The SFA must retain documentation regarding the notification (7 CFR 210.31).</p> <p>The SFA must review and update the local school wellness policy (LWP) on a periodic basis. The frequency of updates is a local decision and is based on the content and structure of the plan (7 CFR 210.31).</p> <p>SFAs are required to actively seek members for the wellness committee that represent a diverse group and to the extent possible, allow them to participate. The SFA must permit parents, students, physical education teachers, school health professionals, school administrators, school board members, and the general public to be involved in the development, implementation, periodic review, and update of the LWP. The SFA must retain documentation on stakeholders invited to participate in the committee, their relationship to the SFA, and those who participated in the review and update of the LWP (7 CFR 210.31). SFAs are encouraged to notify key stakeholders through various methods of communication (7 CFR 210.31).</p> <p>An assessment of the Local Wellness Policy (LWP) must be conducted once every three years, with the first assessment completed no later than June 30, 2021.</p> <p>The LWP Assessment includes:</p> <ul style="list-style-type: none"> • a report that describes the extent to which schools comply with the LWP; • the progress made toward attaining the goals of the LWP; 							2/27/2023 9:11:46 AM	

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<ul style="list-style-type: none"> and the extent to which the LWP compares to a model policy. 									
<p>SFAs must use the Wisconsin Local Wellness Policy Triennial Assessment Report Card in order to fulfill the triennial assessment requirement. The first page includes instructions for completing the Local Wellness Policy Triennial Assessment Report Card which can be found on page two. The Triennial Assessment Report Card does not need to be submitted to the DPI School Nutrition Team. The Triennial Assessment Report Card should be kept on file for your next DPI Administrative Review.</p> <p>Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31). The SFA must inform and update the public about the assessment of the implementation of Local Wellness Policy (LWP). SFAs are required to retain a copy of the assessment and documentation regarding the public notification. SFAs may use a variety of methods to notify the public including: mailing flyers, newsletters, emails, website postings, and newspaper articles.</p>									
02/27/2023	3002		Administrative Review		FSD				
Comments									
						Created By	Created Date		
<p>It is highly recommended that the authorized representative and food service director use the General Calendar of Program Requirements to help keep track of tasks and due dates. The digital version of the calendar has links included, though it could also be printed and written on as tasks are completed. The calendar is designed to be fairly comprehensive and is generally organized in the order that things must be completed each year.</p>									2/27/2023 9:07:48 AM
02/27/2023	3001		Administrative Review		FSD				
Comments									
						Created By	Created Date		
<p>The SFA considers the "lunch payments" section of the parent handbook to be the required unpaid meal charge policy. However, the information lacks detail and clarity. Please consider revising this content/policy so that is more clearly communicates to households what will happen when children eligible for reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service.</p> <p>Please refer to the "Unpaid Meal Charges In a Nutshell" and other related resource on the Financial Management webpage under the tab "Unpaid Meals."</p>									2/27/2023 9:04:57 AM
02/27/2023	3000		Administrative Review		FSD				
Comments									
						Created By	Created Date		
<p>Application materials and other communications with households concerning eligibility determinations must be provided in a language that parents or guardians can understand to diminish any language barriers to participation for individuals with Limited English Proficiency (LEP).</p> <p>To assist SFAs in reaching households with LEP, the SNT provides the Wisconsinized version of the USDA Free and Reduced-Price Meal application materials in English, Spanish, and Hmong.</p> <p>The USDA Food and Nutrition Service (FNS) website offers many other foreign language translations of the Application for Free and Reduced-Price School Meals. The nonprofit food service account may be used to pay for translation services if there is a need to translate materials in a language that is not currently available.</p>									2/27/2023 8:57:51 AM
02/27/2023	2999		Administrative Review		FSD				
Comments									
						Created By	Created Date		
<p>It is recommended that the SFA look deeper into the food service functions available through the current software vendor. This would require research, training, and likely additional fees to get started. However, it may greatly simplify and streamline the meal charges, benefits, POS, and claiming if a software program is used.</p>									2/27/2023 8:57:24 AM
02/27/2023	2998		Administrative Review		FSD				
Comments									
						Created By	Created Date		
<p>As a reminder, all meal components must be offered before the point of service (POS). The only exception is if an alternative point of service is approved by DPI.</p>									2/27/2023 8:53:48 AM

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<p>During the on-site visit, it was observed that milk is typically offered after the POS once students sit down with their trays. It appeared that students are generally checked off on the roster before they have the chance to get milk.</p> <p>As noted in the corrective action section, the milk must be moved so it is offered before the POS. Please refer to the Permanent Agreement that is agreed to at the time of annual online contract submission.</p>										
02/27/2023	2997		Administrative Review		FSD					
Comments					Created By	Created Date				
<p>Adults are allowed to take a lunch for free and another fund covers this cost by reimbursing food service. While there is a process in place for tracking these meals, it could be cleaner and more consistent.</p> <p>During the on-site observation, some staff marked themselves off on the roster if they took a meal, some staff were marked off by the lunchroom aide if they did or intended to take a meal, and some were mentally tracked by the servers during meal service and were recorded at the end of meal service. It is recommended to streamline this process by just having one method by which ALL staff meals served for free are recorded daily based on the adult meals actually served (not just who intends to take a meal).</p>						2/27/2023 8:51:01 AM				
02/27/2023	2996		Administrative Review		FSD					
Comments					Created By	Created Date				
<p>The SFA uses pre-paid meal punch cards to keep track of how many meals parents have paid for their children to have (with free-eligible students receiving a punch card after paying \$0.00). The cards are purchased from the school secretary who uses the most updated benefit issuance information to charge the households the correct price for their meal punch card. The cards are punched each day by the teachers in the classroom prior to lunch service based on who is going to get a lunch. The meal claims for reimbursement are based on the rosters used in the lunch line and not this card punching. The school has internal processes and communication chains in place to fix any incorrect punches, modify the number of punches, and modify the prices charged when needed due to any errors or changes in status.</p> <p>While this process seems to be working okay for the school, there is room for error since punching of the cards is removed from the mealtime point of service. Specifically, there is the possibility of a card being punched for someone who intends to take a meal later but then does not take end up taking a meal. The SFA should consider an alternative procedure that would reduce the potential margin of error with morning card punching in the classrooms. This also goes for students that purchase milk only. With milk payment occurring in the office before meal time, there is room for error too if kids buy a milk but do not take it or if they take one at lunch without buying it first. It is recommended to modify this process to reduce potential errors and incorrect charges.</p>						2/27/2023 8:47:15 AM				
02/27/2023	2995		Administrative Review		FSD					
Comments					Created By	Created Date				
<p>Special Dietary Needs - The USDA requires that schools participating in the National School Lunch Program and accepting federal dollars must accommodate all special dietary requests signed by a state authorized medical authority, written in an IEP and/or a 504 plan.</p> <p>Policy Requirements - At a minimum School Food Authorities (SFAs) participating in the USDA Child Nutrition Programs must have procedural safeguards for meal accommodations that provide notice and information to parents and guardians regarding how to request a meal accommodation and their right to file a grievance and participate in the grievance process. However, we highly recommend School Districts develop a written meal accommodation policy to ensure clear communication, consistent decisions, and reduce the likelihood of receiving complaints of discrimination. The School Nutrition Team has created a Special Dietary Needs Policy template which can be modified to fit the needs of the SFA. If the school already has a policy in place, it is recommended to compare this policy to ensure your policy includes all important information.</p> <p>Medical Statement - It is recommended, but not required, for SFAs to use the prototype Medical Statement for Special Dietary Needs posted on the DPI SNT website. This template is available in English, Spanish, and Hmong. At a minimum the statement must include:</p> <ol style="list-style-type: none"> 1. an explanation of how the child's physical or mental impairment restricts the child's diet 2. the food(s) to be avoided 3. the food or choice of foods that must be substituted 						2/27/2023 8:14:33 AM				

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<p>4. The statement must be signed by a state authorized medical practitioner, which is a health care provider that can write a prescription in the state of WI. This will be a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner</p> <p>A signed medical statement from a state authorized medical authority does not need to meet meal pattern requirements provided the statement supports food substitutions made outside of the meal pattern requirements.</p> <p>SFAs may choose to accommodate special dietary requests without a signed medical statement from a state authorized medical authority. These accommodations must meet the USDA meal pattern requirements and/or fall within Offer vs. Serve for the meals to be reimbursable. If an accommodation without a medical statement is made, then all requests for meal accommodations must be met to ensure civil rights compliance.</p> <p>Brand Names - In some situations, a State licensed healthcare professional may request a particular brand name of a product as a substitute on the medical statement. Generally, SFAs are not required to provide the specific brand requested, unless the brand name item is medically necessary. Instead, the SFA must provide a reasonable modification that accommodates the child's disability and provides equal opportunity for the child to participate in and benefit from the Program. In situations where the requested substitute is very expensive or difficult to procure or obtain, it would be reasonable for the SFAs to follow up with the family to see if a different substitute would be safe and appropriate for the child.</p> <p>For example, a medical statement for a child with gluten intolerance may request a specific brand of gluten-free bread. If a modification request indicates a brand name item, in most instances, a generic brand is sufficient, unless the brand name item is medically necessary. This can be determined through the interactive process with the child's parent or guardian. In the example above, if the medical statement lists a specific brand of gluten-free bread, the SFA could check with the family to see if it would be safe and appropriate for the SFA to provide a different brand. In this instance, the family could then affirm the brand name change.</p> <p>Timing of Medical Statements - Sometimes, SFAs receive a meal modification request outside the regular meal pattern before a child's parent or guardian is able to submit the required medical statement. If the SFA is aware a meal modification is needed, the SFA may not unduly delay providing the modification while awaiting the medical statement. Instead, the SFA should begin providing a reasonable modification to keep the child safe, and request the family provide a medical statement signed by a State licensed healthcare professional to support the meal modification as soon as possible. In this situation, school officials must document the initial interaction with the family where school officials first learned of the child's need for a modification. School officials should follow up with the family if the school does not receive the requested medical statement as anticipated and maintain a record of this contact. Schools should continue to follow up until the family submits a medical statement supporting the need for a modification.</p> <p>When a new medical statement is submitted, school food service professionals must work closely with the Section 504/ADA Coordinator (see: Section 504/ADA Coordinator and Team) or other designated officials so that the medical statement is clear and includes the information necessary to provide the child with safe and nutritious meals. Establishing contact with parents or guardians may help to ensure all information needed to provide a safe meal is available. If a medical statement is provided and does not fully explain the modification needed, the SFA should immediately contact the child's parent or guardian for guidance and ask the family to provide an amended medical statement as soon as possible. However, clarification of the medical statement should not delay the SFA from providing a meal modification. SFAs should follow the portion of the medical statement that is clear and unambiguous to the greatest extent possible, while obtaining the additional information.</p> <p>Resources - The Special Dietary Needs Flowchart outlines the process of accommodation determination. The USDA Q&A on Accommodating Special Dietary Needs resource, the USDA Special Dietary Needs Handbook, and Q&As: Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability) contain additional detailed information.</p>					
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<p>When direct certification (DC) is run, the benefits students match for are effective on the date of the run. The benefit issuance list and point of service (POS) record must be updated as soon as possible to reflect the benefits. This includes new matches or increases in benefits that occur mid-year. Examples included going from an N code to a Z code, or from a Z code to an S code.</p> <p>As noted in the corrective action section, there were several students whose mid-year benefit increases based on DC were not implemented in a timely manner. Please ensure there is a process in place to ensure that changes found on DC runs are updated and implemented immediately for the affected students.</p>				2/27/2023 8:12:00 AM	

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A benefit issuance list must identify names of students eligible to receive meal benefits, the effective date and the meal eligibility. The benefit issuance list should also include how the benefits were determined, for example, through direct certification or by application.									2/27/2023 8:03:36 AM
02/27/2023	2992		Administrative Review		FSD				
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On a free/reduced-price meal application, the total household member size box includes all children and adults in the household and must match the number of names on the application for that application to be considered complete.									2/27/2023 8:01:56 AM
Any application that is missing required information, contains inconsistent information, or is unclear is considered an incomplete application and should not be determined until clarified with the household. The SFA may return the application to the household or contact the child's parent or guardian either by phone or in writing (letter or e-mail). The determining official should document the details of the conversation plus date and initial. Reasonable effort should be made to obtain the missing information prior to denying the application.									
The application the SFA had on file for a family in the 22-23 school year was initially approved for reduced-price benefits. There were 8 names on the application, but 7 was entered in the household members box. During the verification process in the fall, this was noticed, and the verifying official clarified the total number of household members while collecting the needed income verification information. The result of verification (including clarifying the number of household members and checking income) showed the benefit to be reduced-price. For this reason, no change was needed to the benefit issuance list. However, household members should be closely checked and clarified (if needed) during the initial application approval process.									
02/27/2023	2991		Administrative Review		FSD				
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The verification process begins around October 1 and must be completed by November 15. There are materials to assist with verification on the DPI SNT webpage for Verification. It is highly recommended to use the Verification Tracker Form and the template letters .									2/27/2023 7:57:38 AM
02/27/2023	2990		Administrative Review		FSD				
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When an application only has one frequency of payment indicated for all household-reported incomes on the application, the income should not be converted to annual, but using the Income Eligibility Guidelines (IEG) one would look at the amount of their income under the column indicating that stated frequency.									2/27/2023 7:53:41 AM
Incomes should only be converted into annual amounts during application approval if multiple income frequencies are reported (such as some income reported biweekly and other income reported monthly).									
02/13/2023	2879	435	Administrative Review	St. Point Christian Academy	FSD				
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A few recipes used during the review week lacked pieces of information necessary for standardized recipes. Technical assistance was provided on-site to analyze each portion of the recipe. This is needed for menu planning to ensure that the portions offered are actually what is intended.									2/14/2023 10:13:48 AM
Please use the Standardized Recipes webpage to aid in this process (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).									
There is a Standardized Recipe Checklist to include all parts of a standardized recipe, calculators to assist with nutrient analysis, and a template to organize the information (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf).									

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The recipe standardization process may take several times producing the menu item to make sure it comes out the same way. This requires organized record keeping throughout the process.								
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Be specific on production records about the identity, brand, portion size, and description of items served. Instead of "carrots", list "frozen carrots" or "baby carrots" to clearly indicate what was served.							2/14/2023 10:11:46 AM	
02/13/2023	2875	431	Administrative Review	St. Point Christian Academy	FSD			
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The type of fruit or vegetable served each day was not consistently recorded on the production record. The specific type(s) of fruit or vegetable offered, along with planned portion size(s), must be included to document this component was planned and served. The production record should reflect substitutions, if any are made.							2/14/2023 10:11:22 AM	
02/13/2023	2874	431	Administrative Review	St. Point Christian Academy	FSD			
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Milk is a required component as part of the National School Lunch Program (NSLP). Daily milk usage must be recorded on production records.							2/14/2023 10:10:58 AM	
02/13/2023	2871	25	Administrative Review	St. Point Christian Academy	FSD			
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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. WI DPI encourages schools to keep in mind the best interests of the students and provide our school children with the most healthful and nutritious meals possible.							2/14/2023 10:04:51 AM	
02/13/2023	2868	24	Administrative Review	St. Point Christian Academy	FSD			
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School Nutrition Program menu planners are encouraged to reduce sodium in school meals by providing salt-free herbs and spices as seasoning, reducing salt in recipes, and choosing no salt or reduced sodium ingredients, such as reduced sodium broth and no salt added canned vegetables. A flavor station with herbs and spices allows students to personalize their meals and offers a way to experiment with different flavors. Calorie-free and sodium-free spices and flavors are recommended. Consider lemon juice, parsley flakes, garlic powder, cinnamon, pumpkin pie spice, chives, vinegar, or hot sauces.							2/14/2023 9:18:26 AM	