

# Administrative Review Report

St. Elizabeth Ann Seton Catholic School

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/29/2019	12/19/2019
On-Site Review	01/22/2020	01/23/2020
Site Selection Worksheet	11/29/2019	12/02/2019
Entrance Conference	01/22/2020	01/22/2020
Exit Conference	01/23/2020	01/23/2020

## NPC Commendations:

Thank you to the staff at St Elizabeth Ann Seton School for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests as well as pulling records for the on-site portion of the review.

It was a pleasure to meet and work with school nutrition staff. All staff members were kind, welcoming, and knowledgeable. Staff asked great questions that demonstrated their understanding and strong grasp on program requirements. The lunch meal was very tasty and visually appealing. The dining area was warm and inviting. It was a pleasure to visit St Elizabeth Ann Seton School!

## PHN Commendations:

Salad bar signage is wonderful. A variety of fruits and vegetable are offered on the garden bar daily. Production records and standardized recipes are thorough and correctly completed. Documents were organized and uploaded in a timely fashion to SNACS. We appreciate the time the FSD spent gathering and organizing documentation, as well as the time spent with the State Agency while on site. Thank you for having Buy American non-domestic templates available to complete together onsite. It has been a pleasure to review and visit your school. Keep up the great work!

## Recommendations:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- 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, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

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- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (<http://www.fns.USDA.gov/healthierschoolday>).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (<http://smarterlunchrooms.org>). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.
- The updated Child and Adult Care Food Program (CACFP) meal pattern was implemented on October 1, 2017, replacing the previous meal pattern options for SFAs serving infants and children aged 1-5 and not yet in kindergarten. Meals served under the updated CACFP meal pattern include a greater variety of vegetables and fruits, more whole grains, and less added sugar. More information regarding the updated CACFP meal pattern is available on the Infants and Preschool in NSLP and SBP webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool>).
- Please review the following resources:
  - Meal pattern ([https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP\\_childmealpattern.pdf](https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_childmealpattern.pdf))
  - Milk ([https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp\\_milk\\_component.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_milk_component.pdf))
  - Meat/meat alternate ([https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp\\_mma\\_component\\_handout.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_mma_component_handout.pdf))
  - Yogurt ([https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/yogurt\\_in\\_cacfp.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/yogurt_in_cacfp.pdf))
  - Fruit and vegetables ([https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp\\_fv\\_component\\_handout.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_fv_component_handout.pdf))
  - Grains ([https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp\\_grain\\_component\\_handout.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_grain_component_handout.pdf))
  - Grain based desserts ([https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/grain\\_based\\_dessert\\_handout.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/grain_based_dessert_handout.pdf))
  - Cereal ([https://dpi.wi.gov/sites/default/files/imce/communitynutrition/pdf/cacfp\\_cereals\\_meet\\_sugar\\_calc.pdf](https://dpi.wi.gov/sites/default/files/imce/communitynutrition/pdf/cacfp_cereals_meet_sugar_calc.pdf))

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## Findings and Corrective Action:

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	<p><b>Finding:</b> On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). Specifically, items that are considered non-program.</p> <p><b>CA:</b> Review the Annual Financial Report webcast or manual on the DPI website. Submit a statement of understanding that non-program foods must be broken out on the annual financial report moving forward.</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><b>Finding:</b> The school did not have an unpaid meal balance procedure/policy available. There is a requirement to provide all households at the beginning of each year the unpaid meal balance procedure/policy in a written format.</p> <p><b>CA:</b> Submit a plan as to when a procedure/policy will be determined and how and when this unpaid meal balance procedure/policy will be communicated to households.</p>
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	<p><b>Finding:</b> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><b>CA:</b> Provide a timeline for when a school meal program 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>
Site Name	
Form Name	Local School Wellness (1000 - 1006)

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Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p><b>Finding:</b> Current Local Wellness Policy (LWP) does not include all of the required content (7 CFR 210.31).  <b>CA:</b> Submit a timeline for bringing the LWP into compliance and 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 #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p><b>Finding:</b> The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.  <b>CA:</b> Provide a plan on how potential stakeholders will be notified and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>	
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p><b>Finding:</b> The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).  <b>CA:</b> Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.</p>	
Site Name		
Form Name	Verification (207 - 215)	
Question #	211	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History		<p><b>Finding:</b> The verification notification” <i>We have checked letter</i>” did not contain all required information. The letter was missing the results of the verification.</p> <p><b>CA:</b> Submit a statement indicating that moving forward when the Verification notification “<i>We have checked letter</i>” is sent to the household that the results are indicated in the letter.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p><b>Finding:</b> The SFA did have a copy of the food safety plan. Within the plan is the HAACP1 ,2 and3 chart. The chart was found not to be updated with all current food items.</p> <p><b>CA:</b> Update the HAACP 1,2 and 3 chart to reflect all current food items and please upload the updated chart into SNACS.</p>
Site Name	St. Elizabeth Ann Seton Catholic	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p><b>Finding:</b> Unless comingled with K-8 students, Pre-K students cannot select flavored milk. Only unflavored skim and 1% milk is allowed for Pre-K students.</p> <p><b>CA:</b> Submit a written plan outlining what will be done to ensure Pre-K students only have access to allowable milk types.</p>
Site Name	St. Elizabeth Ann Seton Catholic	
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><b>Finding:</b> Pre-K students cannot follow the K-8 meal pattern with OVS unless they are comingled with students in grades K-8. Pre-K students must be served 1 of 3 possible ways:</p> <ul style="list-style-type: none"> <li>•Comingled, with students in kindergarten or older</li> <li>•Served the 5 full components at each meal, following the CACFP Pre-K and Infant Meal Pattern</li> <li>•Offered the 5 components Family Style at each meal, following the CACFP Pre-K and Infant Meal Pattern</li> </ul>

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		<b>CA:</b> Submit a written plan outlining what will be done to serve compliant meals to Pre-K students. The CACFP Pre-K and Infant Meal Pattern was provided and discussed on site. See "Technical Assistance" for further information.
<b>Site Name</b>	St. Elizabeth Ann Seton Catholic	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	407	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p><b>Finding:</b> Less than 1.5 oz eq M/MA was available to Pre-K students on Monday, Wednesday, and Friday of the review week, as well as on the day of on-site review. Pre-K students must be offered 1.5 oz eq M/MA at lunch daily.</p> <p><b>CA:</b> Submit a completed 1-week menu planning worksheet for Pre-K students showing that all daily minimums are planned. Worksheet uploaded into "Documents" tab.</p>
<b>Site Name</b>	St. Elizabeth Ann Seton Catholic	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	410	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p><b>Finding:</b> Only ¼ cup of beans/peas (legumes) were offered during the week of review (refried beans on 12/11). K-8 students must be offered ½ cup of beans/peas (legumes) weekly.</p> <p><b>CA:</b> Submit a written statement outlining what will be done to ensure that at least ½ cup of beans/peas (legumes) are offered all future weeks.</p>
<b>Site Name</b>	St. Elizabeth Ann Seton Catholic	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p><b>Finding:</b> The most recent food safety inspection report was not posted in a publicly visible location.</p> <p><b>CA:</b> Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. <b>Corrected onsite, no further action required.</b></p>
Technical Assistance Entries:		

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TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/22/2020	1416	1411	Administrative Review	St. Elizabeth Ann Seton Catholic				
<b>Comments</b>								
					<b>Created By</b>		<b>Created Date</b>	
<p><b>Finding:</b> products were identified in the SFA's storage area as non-domestic and not documented. Further information can be found in Buy American in a Nutshell (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf</a>). Corrective Action: Complete and submit Non-Compliant Product Forms for the products listed above (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx</a>). <b>COMPLETED ONSITE, NO FURTHER ACTION REQUIRED</b></p>							1/22/2020 4:43:41 PM	
01/22/2020	1415	410	Administrative Review	St. Elizabeth Ann Seton Catholic				
<b>Comments</b>								
					<b>Created By</b>		<b>Created Date</b>	
<p>No more than half (50 percent) of the fruit offered over the course of a week can be in the form of juice. It is possible to offer juice daily and still meet the 50 percent juice limit as long as every ½ cup of juice is offered along with ½ cup fruit (fresh, frozen, dried, or canned). The total amount of juice available at all meals over the course of the week is divided by this total fruit offering to determine the weekly juice offering.</p>							1/22/2020 12:45:52 PM	
01/22/2020	1414	404	Administrative Review	St. Elizabeth Ann Seton Catholic				
<b>Comments</b>								
					<b>Created By</b>		<b>Created Date</b>	
<p>Technical Assistance: General lunch OVS signage was in the napkin holders at each meal table. This is a great touch! However, it is recommended to also place signage closer to the meal service area and fill it in with the daily offerings.</p>							1/22/2020 12:32:16 PM	