

Administrative Review Report

St. John Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/25/2019	12/16/2019
On-Site Review	01/15/2020	01/16/2020
Site Selection Worksheet	11/25/2019	11/26/2019
Entrance Conference	01/15/2020	01/15/2020
Exit Conference	01/15/2020	01/15/2020

Commendations:

Public Health Nutritionist:

First of all I want to thank all of the staff at St John Lutheran for being so accommodating to us while on-site. Everyone was very friendly and made us feel welcome. I also want to give credit to the FSD and her team in the kitchen for doing an excellent overall job running the school lunch program, especially with FSD being new to the position. The production records and standardized recipes I received were very thorough and well done. I can tell that the FSD cares about the food that she is feeding her students and she understands the purpose behind all of the work we have asked of her during this administrative review. Thank you for coming to the SNSDC classes this summer in preparing for your new position. It was very clear to me that you implemented what you learned in many aspects of your program. Finally, the food you served while we were on-site was excellent, both visually appealing and tasty. Thank you for a great administrative review!

Commendations:

Nutrition Program Consultant:

Thank you to the staff at St John Lutheran 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 food service director should be commended for the great job she does. It was a pleasure to visit St John Lutheran School!

Recommendations:

Public Health Nutritionist:

Your salad bar was beautiful! It is both visually appealing and seemed popular among your students. I think it would be to your benefit to begin using the fruit and vegetables on the salad bar to credit toward the meal pattern. Reviewers provided some recommendations on-site as far as how to change your set up to ensure the salad bar is before the POS and there is a link in the report that will direct you to signage that you can put on your salad bar to teach the students the serving sizes needed. Please feel free to reach out to me if you have any other questions about using your salad bar to credit toward the meal pattern.

Recommendations:

Nutrition Program Consultant:

- 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

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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).
- 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

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Findings and Corrective Action:

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>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>CA: 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)
Question #	1002
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated.</p> <p>CA: Provide a timeline on when and how the LWP will be reviewed and updated.</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>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>CA: 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	

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Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p>CA: 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	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	AM	<p>Finding: SFA is following the POS per food service contract however it was noted the POS check off roster process needs an additional step. Meals are ordered in the morning and a roster is then generated with the students that ordered a meal. At the POS during the lunch hour the FSD checks the roster to see that each student takes the reimbursable meal they signed up for. However, the FSD does not mark the roster after each student goes through the POS. It was also observed that daycare students who receive meals are checked by FSD but actually receive meals in the classroom. This process is not acceptable.</p> <p>CA: Please correct the process immediately and submit a plan on how the POS will be corrected for both in the cafeteria for all students and in the classroom for the daycare.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1212	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Food Service Director was hired after July 1, 2015 and does not meet the Professional Standards hiring requirements for this SFA (7 CFR 210.30(b)(1)).</p> <p>CA 1: Review the Professional Standards hiring requirements on the School Nutrition Team website and submit a statement of understanding of the hiring requirements for your SFA.</p> <p>CA 2: Complete the Professional Standards Exemption form and submit to Karrie Isaacson at karrie.isaacson@dpi.wi.gov for review.</p>

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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	<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 (7 CFR 210.30). This would include the secretary and staff/volunteers that work with the daycare students.</p> <p>CA: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. Please indicate how trainings will be tracked.</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>Finding: The SFA did not have a copy of the food safety plan. The HAACP 1,2 and 3 chart was included in the plan however there were food items missing on the chart that are being offered.</p> <p>CA: Please update the HAACP 1, 2 and 3 chart with food items and submit a copy of the updated chart.</p>
Site Name	Saint John Lutheran Sch
Form Name	Meal Counting and Claiming - Review Period (322-325)
Question #	323
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA does complete monthly edit checks however the attendance factor being used is incorrect. Technical assistance was provided.</p> <p>CA: Please correct the attendance factor on the edit check and submit an edit check for one month that shows the corrected attendance factor.</p>
Site Name	Saint John Lutheran Sch
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
TA Log #	TA Log# exists
Due Date	

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Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Pre-K meals were not filled out separately on production records during the week of review. Review the Production Record Requirements: (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf)</p> <p>CA: Submit one week of completed production records that distinguishes the two grade groups served, Pre-K and K-8. Choose a week that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Saint John Lutheran Sch	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The daily minimum requirement for grains was not met for K-8 and the daily minimum requirement for meat/meat alternate was not met for Pre-K during the review period. The following represent the planned portion sizes: - Monday: 1 egg patty, 1 oz meat/meat alternate -Tuesday: 2 corn tortillas, 0.75 oz eq grain the daily minimum requirement for K-8 is 1 oz grains and the daily minimum requirement for Pre-K is 1.5 oz meat/meat alternate.</p> <p>CA: Describe specifically how the daily minimum requirement for grains will be met for K-8 students and how the daily minimum requirement for meat/meat alternates will be met for Pre-K students during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Saint John Lutheran Sch	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Half Entrees are sold to students without being analyzed with the Smart Snacks Calculator to ensure they are compliant with Smart Snacks standards.</p> <p>CA: Either analyze all half entree's from the week of review in the Smart Snacks Calculator and upload into SNACS or submit a statement stating that half entrees will no longer be sold to students.</p>
Site Name	Saint John Lutheran Sch	
Form Name	Smart Snacks (1104 - 1107)	

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Question #	1105	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Food items sold a la carte are not currently being analyzed or tracked to ensure they meet Smart Snacks requirements.</p> <p>CA: Please use the Healthier Generation Smart Snacks Calculator to analyze the following products and then submit the documentation into SNACS: string cheese, sweet potato fries.</p>
Site Name	Saint John Lutheran Sch	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<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"> •Mandarin Oranges (China) •Green Peppers (Mexico) •Red Peppers (Mexico) <p>CA: Complete and submit Non-Compliant Product Forms for the products listed above (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/16/2020	1337	409	Administrative Review	Saint John Lutheran Sch	FSD			
Comments						Created By		Created Date
As a reminder, there is a difference between weight (ounces) and volume (fluid ounces). Spoodles, which are used to measure volume, are often referred to as a "4 oz spoodle" for example, which makes this somewhat confusing. A 4 oz or ½ cup spoodle is actually 4 fluid oz rather than 4 oz by weight. This is an important distinction as the weight of the contents of the spoodle can vary significantly (think about the difference in weight between ½ cup of popped popcorn vs. ½ cup of peas).								1/16/2020 8:17:50 AM
01/16/2020	1336	404	Administrative Review	Saint John Lutheran Sch	FSD			
Comments						Created By		Created Date

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If you chose to utilize the salad bar for crediting vegetables, portion sizes of at least 1/8 cup each should be communicated to students with signage. Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).							1/16/2020 8:15:11 AM
01/15/2020	1320	1411	Administrative Review	Saint John Lutheran Sch	FSD		
Comments							
					Created By	Created Date	
For domestic products without country of origin labeling, consider the Buy American Provision Attestation for Agricultural Product(s) Purchased Between School and Contractor. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx). By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision.							1/15/2020 10:50:58 AM