

# Administrative Review Report

SS Peter & Paul School

61-7828

Schedule Type	Start Date	End Date
On-Site Review	02/19/2020	02/20/2020
Exit Conference	02/20/2020	02/20/2020

## Commendations:

Thank you to the staff at SS Peter and Paul for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing 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.

## 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 at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, 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](http://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, and communications and marketing. For more information go to the Wisconsin DPI

## Findings and Corrective Action:

<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>Corrective Action History</b>	Flagged 01/28/2020 01:17 PM	Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19) as the SFA serves extra milk, entrees and adult meals.  CA: Review the Annual Financial Report webcast <a href="https://dpi.wi.gov/school-nutrition/training/webcasts#afr">https://dpi.wi.gov/school-nutrition/training/webcasts#afr</a> or manual <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-instructions.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-instructions.pdf</a> on the DPI website then update the 2018-19 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 by the DPI accountant.
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>Corrective Action History</b>	Flagged 01/28/2020 01:21 PM	Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.

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		CA: Complete the DPI Nonprogram Foods Revenue Tool <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/non-program-food-price-calculator.xlsx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/non-program-food-price-calculator.xlsx</a> and upload into SNACS using a 5 day reference period from the current school year, or discontinue the sale of nonprogram foods other than milk and adult meals.
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	801	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	Flagged 02/10/2020 03:42 PM	<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 be sent in the following school year.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>Corrective Action History</b>	Flagged 02/14/2020 10:26 AM	<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 <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a>. Provide the name and title of the SFA representative that will ensure compliance.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	807	
<b>Corrective Action History</b>	Flagged 02/19/2020 09:35 AM	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) <a href="https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc">https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc</a> was not completed by October 31.</p> <p>CA: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1000	
<b>Corrective Action History</b>	Flagged 02/13/2020 03:10 PM	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content and it includes content for program which the school does not operate (7 CFR 210.31). <a href="https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy">https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy</a></p>

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		CA: 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.
<b>Form Name</b>	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
<b>Question #</b>	1601	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/19/2020 09:46 AM</p>	<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. (<a href="https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site">https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site</a>)</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	135	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/19/2020 09:32 AM</p>	<p>Finding: The SFA did not retain direct certification (DC) match runs on file at the SFA, either electronically or hard copy (7 CFR 245.6).</p> <p>CA: Provide a statement describing how the SFA will retain DC files for the required timeframe.</p>
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	208	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/19/2020 09:30 AM</p>	<p>Finding: SFA did not complete a confirmation review before verifying application(s).</p> <p>CA: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.</p>
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/14/2020 10:22 AM</p>	<p>Finding: The non-discrimination statement was not included on school meals website. The correct non-discrimination statement was not included on all program materials.</p> <p>CA: Update program materials to include the correct non-discrimination statement and add the Nondiscrimination statement to the website upload updated materials into SNACS. <a href="https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#nds">https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#nds</a></p>

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<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1217	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	<p>Flagged 02/19/2020 10:29 AM</p>	<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 the USDA or DPI professional standards training tracking tool and upload into SNACS. <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx</a></p>
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1400	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	<p>Flagged 02/19/2020 12:55 PM</p>	<p>Finding: The food safety plan did not include a "Time as a Public Health Control" Standard Operating Procedure (SOP) and the SFA holds cold product on the serving line outside of refrigeration.</p> <p>CA: Update the food safety plan to include a Time as a Public Health Control SOP and upload the updated food safety plan(s) into SNACS. A sample template is at: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-time-as-public-health-control.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-time-as-public-health-control.docx</a>.</p>
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	404	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	<p>Flagged 02/20/2020 08:59 AM</p>	<p>Finding: Lunch signage must indicate what students must select in order to select a reimbursable meal.</p> <p>Corrective Action: Add the statement "Build a complete meal by selecting foods from at least 3 groups, including ½ cup of fruit, vegetable or combination" to your current signage or use a signage template found on our <a href="#">Signage</a> webpage. Post at the beginning of the service line. Upload a picture into the documents tab for corrective action ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage</a> ).</p>
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	409	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	<p>Flagged 02/20/2020 08:45 AM</p>	<p>Finding: The following meal pattern errors were identified during the week of review, January 13-17, 2020.</p>

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		<ul style="list-style-type: none"> <li>• Daily vegetable shortages on Monday and Friday of the week of review. Only <math>\frac{1}{2}</math> cup vegetable was offered and <math>\frac{3}{4}</math> cup vegetable is required for K-8 students.</li> <li>• Vegetable subgroup shortages for dark green and red/orange vegetable subgroups. One half cup and <math>\frac{3}{4}</math> cup must be offered of these vegetable subgroups, respectively.</li> <li>• Daily meat/meat alternate shortages on Tuesday and Thursday of the week of review. The weight of the taco meat is unknown and therefore not able to credit the amount served and the cheddarwurst did not have acceptable crediting documentation.</li> </ul> <p>Corrective Action: Submit a statement that explains what will be done to correct the week of review. Include how you will fix the daily vegetable shortages on Monday and Friday. How you will ensure that <math>\frac{1}{2}</math> cup of dark green and <math>\frac{3}{4}</math> cup of re/orange vegetables will be offered weekly. Include examples of vegetables in those categories and include the serving size.</p> <p>Prepare the taco meat filling, fill a 2 oz spoodle and weigh on a kitchen scale that amount of meat to determine the weight of the product. Submit the weight as part of corrective action.</p> <p>Secure the product formulation statement for the cheddarwurst. If one is not available, discontinue the use of the product immediately and submit the product formulation statement or Child Nutrition (CN label) for another product.</p>
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	410	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/20/2020 08:55 AM</p>	<p>Finding 1: Production records missing key pieces of information -Number of meals planned and served -Milk usage</p> <p>Corrective Action: Submit one week of completed production records being careful to include the information listed above. Upload into the documents tab. Choose a week after the administrative review and before the corrective action due date.</p> <p>Finding 2: insufficient crediting documentation provided for the following items:</p> <ul style="list-style-type: none"> <li>• Potato smiles</li> <li>• Cheddarwurst</li> </ul>

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		Corrective Action: Reach out to the manufacturer for a product formulation statement for the products listed above and submit as corrective action.
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	411	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/20/2020 08:57 AM</p>	<p>Finding 1 : Standardized recipes missing key pieces of information.</p> <p>Corrective Action: Update the salisbury steak recipe and submit as corrective action. Refer to the <a href="#">Standardized Recipe</a> webpage for information on how to create a standardized recipe and for recipe templates ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes</a> ).</p> <p>Finding 2: Milk not listed on the monthly menu. All components offered as part of a reimbursable lunch must be listed on the monthly menu.</p> <p>Corrective Action: Add milk to the monthly menu and submit as corrective action</p>
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1404	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/19/2020 01:35 PM</p>	<p>Finding : Missing Food Employee Reporting Agreements.</p> <p>CA : Complete all missing agreements. Upload completed agreements into SNACS.</p>
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1406	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/19/2020 01:05 PM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>CA: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. Completed on site, no further action required.</p>
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1411	
<b>TA Log #</b>	TA Log# exists	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/20/2020 09:01 AM</p>	<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"> <li>• Mandarin Oranges - China</li> <li>• Canned Pineapple - Thailand</li> </ul>

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		Corrective Action: Complete and submit <a href="#">Non-Compliant Product Forms</a> for the products listed above ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american">https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american</a> ).
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## Technical Assistance Entries:

Comments						
A signed medical statement from a licensed medical practitioner (in WI anyone who can write a prescription) must support all food substitutions made outside of the meal pattern requirements. Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. This flow chart gives guidance on special dietary needs. The USDA Q&A on Accommodating Special Dietary Needs resource and the USDA Special Dietary Needs Handbook contains even more detailed information. It is recommended for SFAs to use the prototype Medical Statement for Special Dietary Needs posted on the DPI SNT website, which is also available in Spanish and Hmong.						
02/19/2020	1729	801	Administrative Review	ALL		
Comments						
All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available. SFAs must annually distribute the Public Release to: Local news media, Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.), Local employment office, Major employers contemplating or experiencing large layoffs.						
02/19/2020	1728	1404	Administrative Review			
Comments						
All food service employees must have a signed Food Employee Reporting Agreement on file ( <a href="https://datcp.wi.gov/Documents/foodemployeereportingagreementsupplement.pdf">https://datcp.wi.gov/Documents/foodemployeereportingagreementsupplement.pdf</a> ).						
02/19/2020	1727	1217	Administrative Review	ALL		
Comments						
SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool is at <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx</a> .						
02/19/2020	1723	811	Administrative Review			
Comments						
New "And Justice for All" posters are available from at DPI <a href="http://dpifns.dpi.wi.gov">dpifns.dpi.wi.gov</a> , and should be ordered and posted in a public location.						
02/19/2020	1721	1400	Administrative Review	ALL		
Comments						
Time/temperature control for safety (TCS) foods may be held without temperature control if "Time as a Public Health Control" is utilized. Template SOPs are available on the SNT Food Safety webpage. TCS foods include: Milk and dairy products, Shell eggs, Meat (beef, pork, and lamb), Poultry, Fish, Shellfish and, crustaceans, Baked potatoes, Heat-treated plant food, such as cooked rice, beans, and vegetables, Tofu and other soy protein, Sprouts and seed sprouts, Sliced melons, Cut tomatoes, Cut leafy greens, Untreated garlic-and-oil mixtures, Synthetic ingredients, such as textured soy,						

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protein in meat alternatives. If any TCS food is held without temperature control during service, including TCS foods on garden bars, all leftover TCS food must be discarded.

02/19/2020	1718	1601	Administrative Review	ALL					
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## Comments

The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: Promotion of the summer meals locator on the DPI Summer Meals webpage, calling 211 to locate meals in the area, text 'food' to 877-877 to locate meals in the area.

02/19/2020	1717	805	Administrative Review	ALL					
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## Comments

A signed medical statement from a licensed medical practitioner (in WI anyone who can write a prescription) must support all food substitutions made outside of the meal pattern requirements. Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. This flow chart gives guidance on special dietary needs. The USDA Q&A on Accommodating Special Dietary Needs resource and the USDA Special Dietary Needs Handbook contains even more detailed information

<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/medical-statement.pdf>

02/19/2020	1751	1411	Administrative Review						
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## Comments

### Buy American

There were no documents to support the purchase of non-domestic food items.

The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).

The following information must be recorded on a Buy American Non-Compliant Product List:

Date

Name of product

Country of origin

Reason: Cost, analysis, Seasonality, Availability, Substitution, Distribution, Other

A suggested Buy American - Non Compliant Product List template can be found on the [Buy American](https://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american>).

For domestic products without country of origin labeling, consider the Buy American [Provision Attestation for Agricultural Product\(s\)](#) Purchased Between School and Contractor. By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision.

02/19/2020	1750	404	Administrative Review						
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## Comments

Signage Reimbursable lunch signage needed in order to explain what students must select for a reimbursable meal.



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02/19/2020	1749	410	Administrative Review						
Comments									
<p><b>Non-Creditable Grains</b></p> <p>The corn chips are not creditable towards the meal pattern due to the following reasons:</p> <ul style="list-style-type: none"> <li>• It is not a whole grain product</li> <li>• It is not whole grain-rich</li> <li>• It is not an enriched product</li> </ul> <p>Please discontinue the use of this product and search for a similar product that is a whole grain or is whole grain-rich. Look for the words “whole corn” in the ingredient list, or treated with lime. Please refer to the most recent USDA memo <a href="https://fns-prod.azureedge.net/sites/default/files/resource-files/SP34_CACFP15_SFSP15-2019os.pdf">SP 34-2019</a> on crediting Corn Masa, Masa Harina, Corn Flour, and Cornmeal in Child Nutrition Programs. (<a href="https://fns-prod.azureedge.net/sites/default/files/resource-files/SP34_CACFP15_SFSP15-2019os.pdf">https://fns-prod.azureedge.net/sites/default/files/resource-files/SP34_CACFP15_SFSP15-2019os.pdf</a>)</p>									
02/19/2020	1748	410	Administrative Review						
Comments									
<p><b>Crediting of Raw Leafy Greens</b></p> <p>Raw leafy greens credit as half the volume served. If ½ cup is the planned serving size then the crediting is ¼ cup vegetable.</p>									
02/19/2020	1747	410	Administrative Review						
Comments									
<p><b>Standardized Recipes</b></p> <p>Standardized recipes missing key pieces of information:</p> <ul style="list-style-type: none"> <li>• Detailed instructions on how to prepare the recipe</li> <li>• Serving size for a single portion</li> <li>• Total recipe yield</li> <li>• Equipment and serving utensils used.</li> </ul> <p>Use of standardized recipes is another important part of USDA School Meals Programs. Any menu item that has more than one ingredient must have a standardized recipe. Therefore, the peas and carrots mixture must have a standardized recipe and the mixed lettuce (spinach and romaine) must have a standardized recipe.</p> <p>Standardized recipes have been tried, tested, evaluated, and adapted for use by your food service. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used. This will be a continuous work in progress as you modify older recipes and update with current ingredients in stock. Continue to use the resources on our website regarding recipe standardization. These include a checklist for pieces of information needed to standardize a recipe, tools to help analyze the meal component contribution, nutrient analysis tools, and templates to organize all information once obtained. These are found on the Standardized Recipes webpage (<a href="https://dpi.wi.gov/schoolnutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/schoolnutrition/national-school-lunch-program/menu-planning/recipes</a>).</p> <p>We encourage viewing the webcast, What's the Yield with Standardized Recipes?, which guides the viewer through the recipe standardization process (<a href="https://dpi.wi.gov/school-nutrition/training/webcasts#sr">https://dpi.wi.gov/school-nutrition/training/webcasts#sr</a>).</p> <p>The Institute of Child Nutrition has printable resources called Basics at a Glance that contain recipe abbreviations, measurement conversions, portioning tools, and steam table pan capacities (<a href="https://theicn.org/icn-resources-a-z/basics-at-a-glance/">https://theicn.org/icn-resources-a-z/basics-at-a-glance/</a>).</p>									
02/19/2020	1746	410	Administrative Review						

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## Comments

### Crediting Documentation

Proper crediting documentation was not available for the potato smiles and the cheddarwurst products.

Processed foods that are not listed in the USDA Food Buying Guide must have a product formulation statement (PFS) or a Child Nutrition (CN) label to document meal component crediting. Provide crediting information these items by securing a PFS directly from the manufacturer or saving a CN label directly off the packaging. If proper documentation cannot be obtained, you should discontinue using these products.

The USDA Food Buying Guide (FBG) contains yield and crediting information for foods with a standard of identity (<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>). Fruits, vegetables, grains, meat/meat alternates (M/MA), and dairy can be credited using the FBG. Most fruits and vegetables credit by volume served and most M/MAs and grains credit by weight. If the product is not listed in the FBG, additional crediting documentation is required. After logging in to the USDA Food Buying Guide (FBG), click on "food items search" and type a food in the "keywords" search box. Different options may appear. Find the one that exactly matches your product and click for more information (e.g. Peaches, canned, diced). After clicking, you will be able to view the purchase unit, servings per purchase unit of the Edible Portion (EP), serving size per meal contribution, and purchase units for 100 servings.

Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. If a processed product does not have a Child Nutrition (CN) label or product formulation statement (PFS) and is not in the USDA Food Buying Guide (FBG), it may not credit toward the meal pattern. Additionally, collect new product labels annually and update records when new products are purchased and when products change.

More information about crediting documentation can be found on the [Menu Planning](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#cnpfs) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#cnpfs>). Food manufacturers continuously reformulate products used in schools. It is important to stay current with these changes and be confident that the documentation on file matches the products in stock.

Maintain and organize this information in a manner that is easy to reference and update, such as a binder, file folders divided into categories, or organized as digital files. These records should be reviewed and updated at least twice per year and as new products are purchased.

Once the Public Health Nutritionist has all crediting documentation and updated standardized recipes for the week of review, menus can be analyzed for compliance with the meal pattern requirements. Until that time, the administrative review cannot be closed. Please be aware that the possibility to conduct a weighted nutrient analysis exists if substantial errors are found. Additional errors may require additional corrective action and may also be subject to fiscal action.

02/19/2020	1745	410	Administrative Review					
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## Comments

### Monthly Menu

Milk must be listed on the monthly menu since it is one of the required components of a reimbursable lunch.

02/19/2020	1744	410	Administrative Review					
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## Comments

### Production Records

# Administrative Review Report

SS Peter & Paul School

Production records are required to record production information. The production record template currently in use lacks the following required information:

- Number of meals planned and served
- Milk usage

Additionally, each food item that is served separately on the service line must be listed on its own line on the production records. Raw leafy greens/lettuce credits as half the volume served.

For example, if  $\frac{1}{2}$  cup is the serving size then that amount credits as  $\frac{1}{4}$  cup vegetable. Be sure to check the crediting on production records to be sure that they are up to date and accurate. A copy of the Production Record Requirements and templates may be found on our webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records>).

02/19/2020

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Administrative  
Review

## Comments

### Onsite Lunch Observation

**Condiments** In order to speed up the meal service line the SFA could consider moving the salad dressing to the condiment table in the cafeteria. Currently the food service staff was serving the dressings, but the ketchup and mustard was self-service.

**Salad Bar** Currently the extra veggies on the service line are more of a garnish. In order to be able to credit them towards the meal pattern, create a planned serving size for each of the items (could be  $\frac{1}{2}$  cup or  $\frac{1}{4}$  cup) and offering more quantity to encourage student selection of these items. Planned portion sizes are required for every meal component.

Even in self-service, the menu planner must plan a specific portion size that he or she intends students to take. All foods offered as part of a reimbursable meal must be documented, therefore a garden bar production record should be used to document the vegetable offered. You may use a garden bar template on the Production Records webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records>) Proper portion size utensils should be used (spoodles vs spoons) and are very important for self-service foods. This helps to encourage students to take the planned amount, and ensure the amount needed for a reimbursable meal is taken. For example, if the planned serving size of the salad bar vegetables is  $\frac{1}{4}$  cup then a  $\frac{1}{4}$  cup spoodle should be used so students can select the intended serving size.

For vegetables that may not fit well into a spoodle, kitchen staff may determine ahead of time how many pieces of that vegetable are required to equal the planned serving size. For example, in order to figure out how many baby carrots fit into a  $\frac{1}{4}$  cup, roughly chop some carrots and count how many carrots it takes to fill the  $\frac{1}{4}$  cup. This number is how many baby carrots the students must select in order to have a  $\frac{1}{4}$  cup of vegetables. This number should also be communicated to students. You may consider using the salad bar signage templates on the Signage webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage>)

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## Comments

### Week of Review (January 13-17, 2020)

- Daily vegetable shortages on Monday and Friday of the week of review. Only  $\frac{1}{2}$  cup vegetable was offered and  $\frac{3}{4}$  cup vegetable is required for K-8 students.
- Vegetable subgroup shortages (dark green and red/orange vegetable subgroups)
- Daily meat/meat alternate shortages on Tuesday and Thursday of the week of review. The weight of the taco meat in the 2 oz spoodle size is unknown and therefore the reviewer was not able to credit the amount served. The cheddarwurst did not have acceptable crediting documentation. There were no repeat findings.

# Administrative Review Report

SS Peter & Paul School

02/14/2020	1651	810	Administrative Review	ALL				
Comments								
The non-discrimination must be included on letters, menus, website, and other documents used to convey program information to the public. The current statement NDS must be used( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc</a> ). When space is very limited, (printed menus or low balance notices,) the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document. The full statement must be included on outreach materials when notifying households of benefits.								
02/13/2020	1646	1006	Administrative Review	ALL				
Comments								
The Triennial Assessment must be complete by June 30, 2020. Complete the WellSAT ( <a href="http://wellsat.org">wellsat.org</a> ) to assess how your policy compares to a model policy. There is a section at the end of this tool to include your WellSAT results. Once the Local Wellness Policy Report Card form is submitted, a report will be generated and emailed to you. This report can be used to communicate the triennial assessment results to the public.								
01/15/2020	1329	111	Administrative Review	ALL				
Comments								
Free or reduced price meal benefits are extended to children who are members of a household receiving FoodShare, W-2 cash benefits, Medicaid or FDPIR. However, free or reduced price meal benefits do not automatically extend to children in households with a foster child.								

Carolyn Stanford Taylor, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career. Her goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure your students' success.

For more information on this initiative, please visit the [Wisconsin DPI Every Child a Graduate](http://dpi.wi.gov/statesupt/agenda-2017) webpage ([dpi.wi.gov/statesupt/agenda-2017](http://dpi.wi.gov/statesupt/agenda-2017)).



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