

Administrative Review Report

St. Matthew's Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/13/2023	01/03/2024
On-Site Review	01/18/2024	01/19/2024
Site Selection Worksheet	11/13/2023	11/17/2023
Entrance Conference	01/18/2024	01/18/2024
Exit Conference	01/19/2024	01/19/2024

Commendations:

Thank you to all staff, volunteers, and students at St. Matthew's Lutheran School for the warm welcome and cooperation during this Administrative Review (AR). Thank you for keeping crediting, Buy American, standardized recipe, and transport sheet documentation organized and easy to access. This helped expedite the review process. Thank you, too, to administration for supporting the school nutrition program.

Thank you to the school staff members for being welcoming during the review. Thank you for being available throughout the on-site visit to answer questions. The food service director (FSD) was very receptive to feedback and eager to learn. The lunch server was very friendly during the review and provided excellent customer service to the students. Thank you for sending documentation and completing the off-site questions in advance.

Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	119	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/25/2024 02:53 PM	Finding: The SFA's benefit issuance list (BI) does not contain the required elements. Specifically, the benefit effective date is missing. The benefit effective date must be included. It is also recommended to keep extra notes on the BI list regarding any changes in benefit status or other relevant details. Corrective Action: Update the benefit issuance list to include all required information and upload into SNACS.
Site Name		
Form Name	Verification (200 - 204)	
Question #	200	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/18/2024 07:21 PM	Finding: The Verification Collection Report (VCR) was not completed accurately. Corrective Action: Report corrected on-site with assistance from reviewer--no further action required.
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		

Administrative Review Report

St. Matthew's Lutheran School

Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/18/2024 07:20 PM	<p>Finding: The SFA does not have an Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed in writing to the households, annually. (SP 46-2016).</p> <p>Corrective Action: Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/13/2024 01:03 PM	<p>Finding: On the Annual Financial Report (AFR) for 2022-23, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). The SFA serves extra milk and adult meals which are non-program foods.</p> <p>The resource from the DPI Financial Management webpage called "Nonprogram Food Revenue Tool Exceptions" has detailed examples that will help with allocating revenue and expenditures for adult meals and extra milk.</p> <p>Corrective Action: Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required to show the revenues and expenses broken out by program and category. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system.</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	Flagged 01/29/2024 07:54 AM	<p>Finding: The public release was sent out in December instead of at the start of the school year as required. Further, the public release was only sent to grassroots organizations, but not any media outlets. 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 are available.</p> <p>SFAs must annually distribute the Public Release to:</p> <ul style="list-style-type: none"> • 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 <p>SFAs are allowed to, but not required to, pay to have the public release published through a media outlet. Media outlets are allowed to establish a fee for publishing the public release, but the SFA may decline to pay for the service and forgo having the public release published. SFAs must maintain documentation of whom the public release was sent to, the specific materials distributed, and any other communications related to the public release distribution.</p> <p>Corrective Action: Submit a statement describing how the public release requirements will be met going forward. Please be sure to specify when it will be sent out, and where it will be sent.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	

Administrative Review Report

St. Matthew's Lutheran School

Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/29/2024 07:49 AM</p>	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). Please see corresponding technical assistance section of this report for more information.</p> <p>Corrective Action: Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf), develop procedures for the SFA and upload into SNACS.</p>
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	<p>Flagged 01/18/2024 07:32 PM</p>	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed fully by October 31. Be sure that the form is dated on the top, that the denied application section is completed, the food service staff section is completed, and the whole form is done by October 31.</p> <p>Corrective Action: Submit a statement describing how this form will be completed fully and on time going forward.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/29/2024 07:57 AM</p>	<p>Finding: The current Local Wellness Policy (LWP) does not include all of the required content (7 CFR 210.31). Specific content regarding foods provided but not sold, the triennial assessment of the policy, updating/informing the public, and the full USDA non-discrimination statement are lacking.</p> <p>Please see corresponding technical assistance portion of this report for information and links to resources.</p> <p>Corrective Action: 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 #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/18/2024 07:27 PM</p>	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years, and thus it has not been made publicly available either.</p>

Administrative Review Report

St. Matthew's Lutheran School

		See corresponding technical assistance section of this report for more information. Corrective Action: 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 this document on the district website.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/25/2024 02:48 PM	<p>Finding: The determining official (DO) did not keep sufficient records regarding eligibility determinations. The DO must record the eligibility determinations as follows:</p> <ul style="list-style-type: none"> • Indicate the approval date; • Indicate the level of benefit for each child approved; • Sign or initial and date the application. <p>Corrective Action: Provide a plan for how this information will be documented and retained. Immediately begin tracking this information on any applications received.</p> <p>Please note, that there is designated space on the back of each paper application "for school use only" to document this information. The date of approval is crucially important information to track.</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	Flagged 01/29/2024 08:42 AM	<p>Finding: The school is overcharging for reduced-price lunches. Currently, reduced-price meals are being charged at \$0.45 per meal, however the maximum price USDA allows to charge for reduced-price lunch is \$0.40—refer to 7 CFR 245.2 definition of "reduced-price meal."</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. Immediately begin charging \$0.40 instead of \$0.45 for a reduced-price lunch. 2. Refund reduced-price eligible children the difference in price for all meals they were served this school year (i.e. a \$0.05 refund for each meal they ate). 3. Update the online contract for 2023-23 to show that the school is charging \$0.40 for a reduced-price lunch. <p>Submit a description of how the three items above were corrected, along with any supporting documentation.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	315	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

Administrative Review Report

St. Matthew's Lutheran School

Corrective Action History	<p>Flagged 01/29/2024 08:45 AM</p>	<p>Finding: On occasion, the SFA may run out of reimbursable meals and be unable to provide a reimbursable school lunch to a student that would like a meal.</p> <p>Based on discussions with the FSD, this is a rare occurrence and would only occur if a student did not pre-order a meal in the morning and the order from the meal provider could not be adjusted before mealtime. In these instances, the school has other food available to ensure the child is fed, but they may not be able to receive a reimbursable meal.</p> <p>While joint agreements with other school districts can pose challenges for meal forecasting/ordering, St. Matthew's must ensure it can provide a reimbursable lunch to every student that would like one each school day (even if they did not pre-order a meal). Refer to the Permanent Agreement and 7 CFR 210.1 (a).</p> <p>Corrective Action: Submit a statement describing how the school will ensure all students can receive a reimbursable meal each day, even if they do not pre-order a meal.</p> <p>The school may consider ordering an extra meal or two from the vendor so there is a cushion in the amount of food received. As a reminder, St. Matthew's must pay the selling school for all meals received, even if all meals do not end up getting served. Any meals that are not served to students cannot be claimed for reimbursement.</p> <p>The school may also consider having shelf-stable or frozen food items available that could make up a reimbursable meal if a student wanted a meal but the regular menu had run out. As a reminder, the meal offered would still need to meet the USDA meal pattern, be recorded on the production record, be given/sold to the student in accordance with their eligibility status, and be claimed for reimbursement in the appropriate category.</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	<p>Flagged 01/19/2024 10:34 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>Corrective Action: 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. This will only include the Food Service Director, since the only other food service workers are the four volunteers that are not required to complete a minimum number of training hours.</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>Flagged 01/29/2024 08:02 AM</p>	<p>Finding: The school's food safety plan was missing required components. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). The plan reviewed onsite did not contain any Standard Operating Procedures (SOPs).</p> <p>Corrective Action: Determine which SOPs are needed for the school, ensure they are site-specific, and add them to the written food safety plan kept in the kitchen. After this update is complete, upload a copy of the updated food safety plan(s) into SNACS.</p>

Administrative Review Report

St. Matthew's Lutheran School

Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/22/2024 06:39 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"> ● Pineapple tidbits (Indonesia) ● Fresh cucumbers (Mexico) <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products; pineapple tidbits and cucumbers. Noncompliant Product List templates can be found on the Buy American webpage.</p>
Site Name	Saint Matthews Evang Luth Sch	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	317	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/29/2024 08:44 AM</p>	<p>Finding: The SFA is not in compliance with USDA requirements regarding overt identification (i.e. overt ID) of students receiving free or reduced-price meals.</p> <p>In the USDA Eligibility Manual, overt ID is defined as, "Any action that may result in a child being recognized as certified for (or potentially eligible to receive) free or reduced-price school meals or free milk. Local educational agencies and school food authorities must assure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced-price meals or free milk, including:</p> <ul style="list-style-type: none"> ● When the child or household is notified of the availability of free and reduced-price benefits; ● During certification and notification of eligibility. ● During the provision of meals in the cafeteria; ● At the point of service; ● During the provision of additional services, such as educational services to low income children; or ● When the child pays for their meals <p>The overt ID practices observed during the review include:</p> <ol style="list-style-type: none"> 1. The student roster used for recording meals served daily lists children's free or reduced-price status. This roster is viewed by all teachers and occasionally other staff or volunteers. 2. The SFA sends copies of these completed rosters to the district that provides meals via joint agreement. The selling SFA should not have access to the names or eligibility statuses of the children attending St. Matthew's. The only information the selling SFA may need for billing purposes may be the number of student and adult meals ordered and served daily. There is no reason the selling SFA would need to know which specific St. Matthew's students got meals, any student-level information for St. Matthew's students, or the number of free/reduced-price/paid meals served each day (they would need to know the total meals ordered and served by St. Matthew's, but not the breakdown by eligibility category since the selling SFA is not claiming the St. Matthew's meals for reimbursement). <p>Corrective Action: Immediately take steps to eliminate the two forms of overt ID described above.</p>

Administrative Review Report

St. Matthew's Lutheran School

		<p>Remove the eligibility statuses from the rosters the teachers and meal service staff use. Instead, the FSD can use a color coding (or other similar method) to determine the number of meals served to free, reduced-price, and paid students at the end of the month for claiming and billing.</p> <p>Cease sharing student-level information (especially eligibility statuses) with the SFA that provides the school meals under joint agreement.</p> <p>In SNACS, provide a statement describing how overt ID has been eliminated.</p>
Site Name	Saint Matthews Evang Luth Sch	
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	<p>Flagged 01/29/2024 08:46 AM</p>	<p>Finding: During lunch observation, there was not a sufficient point of service (POS). Meal counts were obtained only based on which students ordered a lunch in the morning. There was no adult checking or keeping track in the lunch service line which students took a reimbursable meal. An accurate POS is required for all meals.</p> <p>The point of service is defined as "the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced price or paid lunch has been served to an eligible child." Please refer the permanent agreement that is attested to at the time of online contract submission, as well as 7 CFR 210.7 and 7 CFR 210.11.</p> <p>It is recommended to use the roster that was previously used in the classrooms for meal ordering in the lunch service line for POS. An adult could stand at the end of the line and mark off the children's names as they leave the line with their complete, reimbursable meal. This check-off would need to occur after the students have had the opportunity to select all meal components and have taken their complete meal. Students should not take their trays to their tables and then come back up to grab milk—they should take all meal components they want before they are marked off at the POS and take their seat.</p> <p>Corrective Action: Implement an acceptable POS at lunch that will yield an accurate count of reimbursable meals served to eligible students. Ensure the point of service is located after all components of a reimbursable meal have been offered. The meal counts obtained at the POS are what must be used for the reimbursement claims. The POS operator must ensure students have a complete meal before being checked off and leaving the line.</p> <p>Inform the reviewer of the details of the new lunch POS plan to ensure it is fully acceptable. Once it is confirmed the new POS is acceptable and the SFA has implemented it, submit 30 consecutive operating days of meal counts (all of the completed daily records from the POS) and corresponding edit check reports. The "clean counts" will be used to calculate fiscal action back to the beginning of the school year and may result in a fiscal reclaim</p>
Site Name	Saint Matthews Evang Luth Sch	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	322	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/29/2024 08:41 AM</p>	<p>Finding: The SFA did not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. The SFA is not completing monthly edit checks for the school prior to claim submission. The claim preparer uses the DPI edit check template to record the total number of meals served daily by eligibility category. However, the bottom</p>

Administrative Review Report

St. Matthew's Lutheran School

		<p>section of the form for calculating the highest number of lunches expected for any serving day by eligibility category using the attendance factor is not being used.</p> <p>U. S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. There is DPI template prototype daily participation/ edit check form that can be used. Please read the instructions and more detailed information regarding edit checks on this template form.</p> <p>Corrective Action: Begin completing the required edit check process and use the bottom section of the edit check worksheet to assist. Upload the completed January edit check form into SNACS.</p>
Site Name	Saint Matthews Evang Luth Sch	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/22/2024 06:52 AM</p>	<p>Finding: On Wednesday, December 13, 2023, a 100% juice sorbet was on the menu; however, sherbet was offered and served as the fruit option. As sherbet is not a creditable fruit option, this is considered a missing component on this day.</p> <p>Fiscal action is required for a missing component. Therefore, fiscal action will be assessed for 27 K-8 meals on Wednesday, December 13, 2023, the day with the missing fruit component at St. Matthew's School.</p> <p>Corrective Action: Describe specifically how the missing fruit component will be met for K-8 meals on the day containing the missing component (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Saint Matthews Evang Luth Sch	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/22/2024 06:56 AM</p>	<p>Finding: There was a daily and weekly vegetable shortage for K-8 during the week of review. The following days contained shortages:</p> <ul style="list-style-type: none"> Monday, December 11, 2023: 1/2 cup curly fries, unspecified portions of lettuce, carrots, and cucumbers (1/8 cup minimum creditable amount given); 5/8 cup total Tuesday, December 12, 2023: 1/2 cup broccoli Wednesday, December 13, 2023: 1/2 cup beans Thursday, December 14, 2023: 1/2 cup carrots, 1/8 cup marinara sauce; total 5/8 cup Friday, December 15, 2023: 1/4 cup potatoes, 1/2 cup green beans; total 3/4 cup <p>The daily minimum requirement for the vegetable component for K-8 is 3/4 cup daily. Over the week, 3 cups of vegetables were offered, short of the 3 and 3/4 cup requirement for the K-8 meal pattern. Repeat violations during subsequent Administrative Reviews may result in fiscal action.</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> Describe specifically how the minimum requirements for vegetables will be met daily and weekly during the week of review (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).

Administrative Review Report

St. Matthew's Lutheran School

		2. Submit a statement of understanding of the lunch meal pattern for K-8 and the process by which transport sheets will be verified for meeting the meal pattern, and if errors are found, how this situation will be resolved.
Site Name	Saint Matthews Evang Luth Sch	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/22/2024 07:02 AM</p>	<p>The SFA is in a joint agreement with DeSoto Area School District. Transport sheets submitted on behalf of St. Matthew's were different from the transport sheets kept on file by St. Matthew's. On the transport sheets submitted for review prior to the onsite visit, daily offerings of romaine lettuce, carrots, and cucumbers were printed on the menu and filled out. Additionally, the temperatures were all filled out and so were the leftover amounts.</p> <p>On Wednesday, December 13, 2023, sorbet was written in on the transport sheet. On the transport sheets photocopied on arrival from DeSoto kept at St. Matthews, the salad bar information was not on the transport sheet, leftovers were not filled out, some temperatures were missing and on Wednesday, December 13, 2023, sherbet was written on the transport sheet instead of the 100% juice sorbet. Transport sheets are not being completely filled out by the production kitchen staff and the receiving kitchen volunteers leading to missing information. Sheets submitted for review were filled in by the production kitchen SFA's FSD due to noticing that they were incomplete.</p> <p>Finding: The meals served, total quantity prepared in bulk units, temperatures, and leftovers were not consistently filled in daily on transport sheets during the week of review. Production records and transport sheets are intended to be useful tools to record information prior to production, during production, and following production. Review the Transport Sheet Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/transport-sheet-requirements.pdf).</p> <p>Corrective Action: Submit one full week of completed transport sheets, including total bulk quantity, leftovers, and temperatures 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	Saint Matthews Evang Luth Sch	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	432	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/22/2024 07:05 AM</p>	<p>Finding: Due to discrepancies in transport sheet documentation and a knowledge deficit identified in the receiving school's understanding of lunch meal pattern requirements, the following corrective action is to dedicate time to training and education for the FSD and volunteers that are responsible for offering reimbursable lunch meals under Offer versus Serve.</p> <p>Corrective Action: Staff responsible for determining if meal pattern requirements are being met daily and weekly must complete the lunch meal pattern webcast (https://media.dpi.wi.gov/school-nutrition/lunch-meal-pattern/story.html).</p> <p>Submit a certificate of completion for each staff member or volunteer, or if completed as a group, submit a meeting agenda detailing the date, training material reviewed including the required webcast, and the staff/volunteers who attended.</p>
Site Name	Saint Matthews Evang Luth Sch	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	

Administrative Review Report

St. Matthew's Lutheran School

Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/22/2024 07:00 AM</p>	<p>Finding: There was a weekly red/orange vegetable subgroup shortage at lunch during the week of review. Only 5/8 cup was offered over the course of the week (1/2 cup carrots and 1/8 cup marinara sauce), which does not meet the minimum 3/4 cup requirement for the K-8 meal pattern.</p> <p>Corrective Action: Submit a statement explaining how this weekly red/orange vegetable subgroup shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	Saint Matthews Evang Luth Sch	
Form Name	Offer vs Serve (500-502)	
Question #	501	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/22/2024 07:07 AM</p>	<p>During lunch, the waffle fries and baked beans were pre-plated for students with the entrée. Per discussions with the volunteer staff, the hot vegetable(s) option is usually pre-plated with the entrée. The fruit component, additional salad bar vegetables, and milk component are offered. The school operates Offer versus Serve (OVS), and while pre-plating parts of the reimbursable meal may be allowable, in cases of high amounts of waste (e.g. baked beans), it may be in the best interest to ask each student whether or not they would like the hot vegetable rather than pre-plating it to reduce waste. Volunteer staff have not had training on OVS and the FSD would benefit from additional training on OVS.</p> <p>Finding: Although no non-reimbursable meals were observed during the days of onsite review, many students were made to take more than what they needed at lunch. The lunch OVS requirements are not fully understood by all staff. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).</p> <p>The Meal Pattern e-learning resources may also be helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy,-Meal%20Patterns,-Title%20/%20Description).</p> <p>Corrective Action: Have the FSD and volunteer staff responsible for determining reimbursable meals attend a training on lunch OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
Site Name	Saint Matthews Evang Luth Sch	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/18/2024 07:30 PM</p>	<p>Finding: The correctly sized nondiscrimination "And Justice for All" poster is not located in the meal service area and/or not visible to students (FNS Instruction 113).</p> <p>Corrective Action: Hang the USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Provide a statement or image of how this requirement will be met. The poster must be printed in the size 11" x 17".</p>

Administrative Review Report

St. Matthew's Lutheran School

If the SFA claims a religious exemption, they may use the 2019 version of the poster.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/13/2024	4261		Administrative Review		FSD			
Comments								
Supply Chain Assistance Funds					Created By		Created Date	
<p>Supply Chain Assistance (SCA) Funds are to be exclusively used to purchase unprocessed or minimally processed domestic food products served in the National School Lunch (NSLP), School Breakfast (SBP), and Afterschool Snack (ASP) Programs.</p> <p>The USDA Allocation of Supply Chain Assistance Funds to Alleviate Supply Chain Disruptions in the School Meal Programs: Questions and Answers includes detailed information on allowable ways to utilize these funds.</p> <p>SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e. unprocessed or minimally processed domestic food products) and equal in amount received, consistent with the regular program recordkeeping requirements. These funds must be tracked as they are used. DPI has developed a Supply Chain Assistance (SCA) Funds Expense Tracker that SFAs may use to track these funds, however, SFAs may use any form of tracking.</p> <p>SFAs with minimal increases in food prices or healthy balances in the nonprofit foodservice account are still encouraged to accept any available SCA funds as they may help maintain a financially viable program. If additional SCA funds are available, it is recommended that St. Matthew's accept the funds. Please contact a DPI consultant with any questions on these funds if they become available again.</p> <p>SCA funds do not need to be spent by a specific date, but it is USDA's intent that the funds will be used as quickly as practicable to alleviate supply chain challenges.</p> <p>SFAs that use joint agreements can still accept the funds and use them for paying invoices from the selling district. Please refer to the related question (among others) in the SCA Funds In a Nutshell Resource.</p>							2/13/2024 1:00:02 PM	
02/13/2024	4260		Administrative Review		FSD			
Comments								
Non-Program Foods					Created By		Created Date	
<p>Nonprogram foods include adult meals, a la carte, extra entrees, extra milks, vended meals, catering, and food service operated vending machines. All costs associated with nonprogram foods, including food, labor, equipment, and purchased services, must be covered by revenues received from the sale of those foods. This ensures nonprogram foods are not supported by reimbursable meals.</p>							2/13/2024 12:59:45 PM	
02/13/2024	4259		Administrative Review		FSD			
Comments								
Non-Profit Food Service Account					Created By		Created Date	
<p>Please review the Maintenance of the Non-Profit Food Service Account In a Nutshell resource, as it contains much important information the FSD must know.</p> <p>As a reminder, all SFAs must maintain a separate revenue and expense ledger that reports all accrued food service revenues and incurred food service expenditures from July 1 through June 30. Revenues must be recorded on an ACCRUAL basis and recognize income when it is earned (not a cash basis which recognizes when money is received). State reimbursements are the exception and are recorded when they are received. Expenses are recorded as they are INCURRED or billed--not as they are paid.</p> <p>The person responsible for submitting the Annual Financial Report (AFR) should work closely with the accountant/business manager/treasurer that is managing the school/church financial records. It is crucial that the AFR and the books align.</p> <p>If a tool is needed to aid in the food service ledger management, there are monthly and yearly Excel-based tools available on the Financial Management webpage under "Budgeting and Cost Control" to assist.</p>							2/13/2024 12:58:57 PM	

Administrative Review Report

St. Matthew's Lutheran School

When reporting information for USDA Foods (i.e. commodities) on the Annual Financial Report, record USDA Foods processing and handling charges as an expenditure in Purchased Services under National School Lunch (NSL). Record USDA Foods entitlement value of under both NSL Food Revenue and NSL Food Expenditure (they will cancel out). The entitlement value received is found in the USDA Foods Ordering System under the Commodities Allocation and Receipt Report (i.e. CARS Report).

When recording revenues from NSLP claims, be sure to record the "Total Meal Reimbursement" amount as the revenue—NOT the "Total Net Payment" amount. On months when there are commodity charges (such as for shipping/handling of USDA Foods), these fees are automatically deducted from NSLP claims. These "Commodity Charges Recovered" are an NSLP expense. Using the AIDS Register reports can aid in keeping track of these (in addition to looking at the claims) as the Total Meal Reimbursement and Commodity Charges Recovered are listed out separately in the AIDS Register.

Is of	Payment Information	Amount
	Total Meal Reimbursement <small>(Include *PBR Payment shown below.)</small>	\$1,091.99
	Commodity Charges Credited:	\$0.00
0	Commodity Charges Recovered:	\$150.71
	Total Net Payment:	\$941.28

Accessing the [AIDS Register](#) can help the SFA track its payments received from the state as they are paid. It will include lunch reimbursements, USDA Foods commodity handling charges, state lunch aid, and any other miscellaneous school nutrition program payments made from the state.

Student deposits, used for meal purchases, are not recorded as revenue until the meal has actually been served/sold to the student. Funds in student accounts are treated as a deposit or liability account in the food service fund until the meal is served, at which point the sale is recorded as revenue. Until the meal is served/sold to the student, the food service fund has not actually earned the revenue from the paying households—they are merely holding onto the household deposits for future purchases.

01/29/2024	4166		Administrative Review		FSD		
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Comments

Records Retention

All program records related to the school nutrition programs must be kept for a period of three years after submission of the final claim for reimbursement for the fiscal year. If audit findings have not been resolved, the three-year period is extended as long as required for resolution of audit issues. Refer to 7 CFR 210.23 (c) and 7 CFR 210.15 (b). This includes free, reduced-price, and denied applications, DC documents, and verification documents.

Other examples of program records that must be kept for three years plus the current year are:

- Claims for Reimbursement (including supporting documentation, such as point-of-service benefit issuance rosters);
- Meal count participation data by school;
- Documentation of edit checks, on-site reviews, internal controls, October enrollment, free and reduced price eligible data;
- If applicable, currently approved and denied certification documentation for free and reduced price lunches and a description of the verification activities;
- Records to demonstrate the school food authority's compliance with the professional standards for school nutrition program directors, managers and personnel established
- Agreements and free and reduced price policy statements;
- Approved and denied free and reduced price meal applications;
- Procedures and documentation for direct certification for free meals, if applicable;
- Procedures for alternate point-of-service meal counts, if applicable;
- Menu and food production records and, if applicable, nutrient analysis records;
- All documentation provided in support of the Resource Management Section (including appropriate records to document compliance with the paid lunch equity and revenue from nonprogram foods requirements);
- Documentation associated with the local school wellness policy;
- Number of food safety inspections obtained per school year by each school;
- Records from the food safety program for a period of 6 months following a month's temperature records. If temperature records are on production records, then keep for 3 years plus current year

Created By

Created Date

1/29/2024 10:52:43 AM

Administrative Review Report

St. Matthew's Lutheran School

Comments									
Food Safety Plan					Created By			Created Date	
<p>SFAs are required to implement food safety programs based on Hazard Analysis Critical Control Point (HACCP) principles. This requirement covers any facility where food is stored, prepared, or served for the purposes of the NSLP, SBP, or other Child Nutrition Programs.</p> <p>Food safety programs should contain Standard Operating Procedures (SOP) for safe food handling on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria.</p> <p>Schools must have a comprehensive, site-specific food safety plan which includes HACCP process 1, 2, and 3 items, SOPs, equipment list, and food service staff list. The food safety plan must be reviewed annually. A prototype food safety plan template as well as template SOPs may be found on the SNT Food Safety webpage.</p> <p>All food service staff, student workers, volunteers, and other staff involved in the Child Nutrition Programs should follow the procedures detailed in the SOPs included in the site-specific food safety plan.</p>								1/29/2024 10:51:33 AM	
01/29/2024	4162		Administrative Review		FSD				
Comments									
Edit Check for Claims					Created By			Created Date	
<p>The U. S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. A school employee must review and confirm the monthly edit checks of meals served before the information is submitted for a claim, even if the edit check is done by the POS software.</p> <p>Please refer to the edit check information included in the claiming manual.</p>								1/29/2024 10:51:12 AM	
01/29/2024	4161		Administrative Review		FSD				
Comments									
Point of Service					Created By			Created Date	
<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. The school staff responsible for the point of service must mark students off as they receive their reimbursable meals each day. Breakfast and lunch must be counted separately. These daily records showing how many reimbursable breakfasts and lunches were served to eligible students each day must be used to compile the monthly reimbursement claim. Only one meal per student per meal service may be claimed for reimbursement.</p> <p>Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students. Additionally, the number of meals served and claimed for reimbursement must have adequate documentation on file to support the claim.</p> <p>All meals served in the National school Lunch and School Breakfast Program and counted for reimbursement must meet the meal pattern requirements as specified in the program regulations and be served to eligible students.</p> <p>Some meal count systems that are not acceptable include:</p> <ul style="list-style-type: none"> Attendance/classroom meal counts - meal counts prior to meal service are important for production purposes but do not provide an accurate count of meals served. Tray or entrée counts - tray or entrée counts do not ensure all required components were on the tray, trays were not stuck together, or that each entrée was part of a reimbursable meal. Backout counts -Counting the number of leftover meals from the starting meal count as this does not account for dropped trays, or that each entrée was part of a reimbursable meal. 								1/29/2024 10:50:41 AM	
01/29/2024	4160		Administrative Review		FSD				

Administrative Review Report

St. Matthew's Lutheran School

Comments							
Training for FSD				Created By	Created Date		
<p>There are many possible opportunities for the FSD to obtain their annually required 12 hours of professional standards training hours. Some ideas include:</p> <ul style="list-style-type: none"> Annually required civil rights training Hours spent working in-person with DPI reviewers during the administrative review Online trainings from DPI located on the Online Learning Library In-person DPI trainings, such as School Nutrition Summer Training Reading manuals for school nutrition tasks (such as the claiming manual, Eligibility Manual, etc.) Webinars or other trainings offered by USDA or the Institute of Child Nutrition (ICN) <p>Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this "In A Nutshell- Training" document. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, SNA, ICN, in-house, etc.). 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 or the USDA Professional Standards Tracking Tool are encouraged but not required.</p> <p>The FSD has a current food protection manager certification (ServSafe Manager) that is valid for several more years. However, because the school has fewer than 5 food handlers, the FSD may be eligible to use the Food Safety Training for Small Operators the next time their certification is set to expire. There are specific requirements that must be satisfied to use this option (which are subject to change) but it could be a helpful, simplified, affordable option for the FSD when their certification becomes close to expiration. Information can be found on the DATCP Food Manager Requirements webpage.</p>						1/29/2024 10:50:11 AM	
01/29/2024	4159		Administrative Review	FSD			
Comments							
Special Dietary Needs				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 district 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"> an explanation of how the child's physical or mental impairment restricts the child's diet the food(s) to be avoided the food or choice of foods that must be substituted 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>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. A signed medical</p>						1/29/2024 10:49:47 AM	

Administrative Review Report

St. Matthew's Lutheran School

<p>statement is not needed in order to provide low fat or fat-free lactose-free milk, since this is an allowable milk type and thus does meet the meal pattern requirements.</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>Access to Medical Statements - The FSD should have copies of student medical statements that are on file for accommodating students with disabilities in the meal program. While this information is confidential, the FSD does have a legitimate "need to know" for this information since they are responsible for implementing the meal accommodation the student requires. The FSD should reference the actual signed medical statement for the exact meal accommodation information needed for the student to ensure it is fully implemented correctly in accordance with the request. If the medical statement supporting meal accommodations are only available to the school nurse and the summarized information is provided to the FSD, this allows for the possibility of miscommunication as information is passed along without the exact source documentation. The FSD should ensure they keep this information confidential once received.</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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01/29/2024	4156		Administrative Review		AR		
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Comments							
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Religious Exemption	Created By	Created Date
<p>Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits sex discrimination by educational institutions receiving financial assistance from the federal government, including USDA. Although this prohibition applies to a wide array of public and private schools at the K-12 and the college/university level, the law includes some exceptions, including one permitting an institution to be exemption religious grounds if there is a conflict between Title IX and a school's governing religious tenets.</p>		1/29/2024 10:48:39 AM

Administrative Review Report

St. Matthew's Lutheran School

Educational institutions that claim a Title IX religious exemption or seek USDA assurance of religious exemption from Title IX provisions may continue using the 2015 version of the USDA non-discrimination statement (NDS) and the 2019 version of the "And Justice for All" (AJFA) poster.									
<ul style="list-style-type: none"> The 2019 version of the AJFA poster (AD-475A) is located on the Office of the Assistant Secretary for Civil Rights website at: https://www.usda.gov/sites/default/files/documents/JFAGreen508.pdf. All "And Justice for All" posters must be printed at 11" width x 17" height. The minimum text size to be used on the posters is 14-point. The 2015 version of the Non-discrimination Statement must be included on all program materials. If the SFA claims the religious exemption and thus elects to use the 2015 statement, they must ensure it is used consistently across all program materials. This may require the SFA to take on the responsibility of modifying template materials provided by DPI so they have the 2015 statement the SFA is electing to use. DPI may have some template materials already available with the 2015 NDS that can be sent to the SFA upon request. 									
Additionally, USDA and State agencies will continue monitoring proper use of the NDS and the appropriate AJFA poster in program management evaluations, civil rights reviews, and administrative reviews. Please note that if program complaints of discrimination or any other compliance-related issues arise against these educational institutions they will have to demonstrate how using the 2022 version of the NDS and AJFA poster is against their religious tenet(s).									
Refer to the NDS section of the Civil Rights webpage for more resources and references on this subject.									
01/29/2024	4155		Administrative Review		FSD				
Comments									
Meals Every School Day – Joint Agreement					Created By		Created Date		
All SFAs that participate in NSLP agree to provide reimbursable meals to children each school day. In the case of a joint agreement, this includes days when the purchasing school has school and the selling school does not.									
In the most recent joint agreement between St. Matthew's and the public school district, section 14 indicates that the "Seller will not be able to provide meals to Purchaser on a day(s) that Seller schools are not in session or preparing meals." Please ensure that St. Matthew's has plan in place to still provide reimbursable lunches to students on these days that meet the USDA meal pattern requirements. St. Matthew's cannot simply forgo offering reimbursable school meals on these days.							1/29/2024 10:48:22 AM		
01/29/2024	4154		Administrative Review		FSD				
Comments									
Claim Deadlines					Created By		Created Date		
The SFA did not receive reimbursement for meals served in September 2023 because no claim for reimbursement was submitted by the deadline. As a reminder, to be entitled to reimbursement, a claim preparer for each agency must submit a monthly claim for reimbursement that provides data in sufficient detail to justify the reimbursement claimed. An authorized agent or district official of the agency must certify and submit the claim. Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. Be sure to refer to the specific 60 day deadlines for each month and submit claims by the date.							1/29/2024 10:48:02 AM		
After a claim is submitted in online services, it is recommended that the claim preparer double-check that the submission was successful by following the instructions in the claiming manual on pages 13-14 to "view-print" a claim. The claim preparer can also check online services after the claim processing to ensure the payment was made successfully.									
01/29/2024	4153		Administrative Review		FSD				
Comments									
Carryover of Eligibility					Created By		Created Date		
An individual child's free and reduced-price eligibility status from the previous year will continue, within the same LEA, for up to 30 operating (school) days into the new school year or until a new eligibility determination is made, whichever is first. During the carryover period, when a new determination is made (by application or Direct Certification [DC]), if the new meal benefit increases for a better meal benefit, the change must be made immediately, and the household is notified. During the carryover period, when a new determination is made (by application or DC), if the change is a decrease in meal benefits,							1/29/2024 10:47:45 AM		

Administrative Review Report

St. Matthew's Lutheran School

the LEA must notify the household in writing. LEAs may have 1-5 calendar days to notify households and change the benefit. Adverse action is not applicable if a child's eligibility expires at the end of the carryover period. On DC runs during the carryover period, an "N" code is not a new determination.									
01/29/2024	4152		Administrative Review		FSD				
Comments									
Benefit Effective Dates					Created By			Created Date	
<p>A child is eligible for free or reduced-price meal benefits on the date their eligibility is determined by the Determining Official. The effective date for students eligible for benefits via Direct Certification (DC) is the date of the DC Run. The effective date for free/reduced-price meal applications is the date the application is approved by the Determining Official—not the date the application is received, or the date signed by the parent/guardian. Aside from the approval date, Determining Officials must record the level of benefits for which a student(s) is approved and sign or initial and date the application.</p> <p>As a reminder, applications must be reviewed in a timely manner. Within 10 operating (school) days of receipt, eligibility must be determined, families must be notified of eligibility status, and the status must be implemented.</p> <p>The SFA should retain copies of the DC approval letters, application approval letters, and application denial letters that are sent to households. This will help ensure the SFA has documentation on file to support that the household notification requirements for meal benefits are being met.</p>								1/29/2024 10:47:25 AM	
01/29/2024	4151		Administrative Review		FSD				
Comments									
Student Lunch Deposits					Created By			Created Date	
<p>When a student deposits funds in their lunch account, which will be used for meal purchases, the amount received is not treated as revenue until the meal has been served to the student. The amount of funds on hand in student accounts is treated as a deposit or liability account in either the food service fund or the general fund until the meal is served, at which point the deposit account is converted to revenue. This amount should not be recorded as revenue or part of the fund balance on your Annual Financial Report (AFR).</p>								1/29/2024 10:47:05 AM	
01/26/2024	4157		Administrative Review		FSD				
Comments									
Incomplete and Unclear Meal Applications					Created By			Created Date	
<p>The total household members box on a meal benefit application 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. Applications missing adult signatures must be returned to the household adult to obtain. Any application that is missing required information, contains inconsistent information, or is unclear is considered an incomplete application and may not be determined until clarified with the household. If an application has an income reported with a frequency that seems questionable (such as reporting an income of \$33,000 twice per month instead of annually), the income amount and frequency should be clarified with the household before processing the applications.</p> <p>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 the application updates. Reasonable effort should be made to obtain the missing information prior to denying the application.</p>								1/29/2024 10:49:09 AM	
01/18/2024	4068	410	Administrative Review	Saint Matthews Evang Luth Sch	FSD				
Comments									
Portion Sizes					Created By			Created Date	
<p>Portion sizes served must be full, level scoops in standardized measuring utensils. Applesauce was served using a #8 (1/2 cup) scoop; however, the scoop was not completely filled, nor completely emptied after serving. A full, level scoop must be served to be considered the 1/2 cup fruit required to be offered with the reimbursable meal, and to be the required 1/2 cup fruit selected under Offer versus Serve (OVS), if they do not select any other fruits or vegetables.</p>								1/22/2024 6:57:18 AM	