

Administrative Review Report

Grace Evangelical Lutheran Church

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/10/2023	05/31/2023
On-Site Review	02/01/2023	05/31/2023
Site Selection Worksheet	01/10/2023	01/11/2023
Entrance Conference	02/28/2023	02/28/2023
Exit Conference	03/015/2023	03/015/2023

Commendations:

From the Nutrition Program Consultant:

Thank you to the staff at Grace Lutheran School for the courtesies extended to everyone during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review. The food service director and other staff along with volunteers do a nice job of offering nutritional meals to students. It was a pleasure to work with everyone!

From the Public Health Nutritionist:

Thank you to all staff at Grace Lutheran School for the cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Thank you for serving healthy, nutritious meals to your students!

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Findings and Corrective Action:

Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date	April 21,2023	
Corrective Action History		<p>Finding: The Public Release was not distributed to the required locations.</p> <p>Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date	April 21, 2021	
Corrective Action History		<p>Finding: Civil Rights training did not occur, or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p>Corrective Action: Provide the Civil Rights Training to all staff that interact with program applicants found on the DPI website. Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>Corrective Action: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1002	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated.</p>

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		Corrective Action: Provide a plan on when and how the LWP will be reviewed and updated.
Form Name	Local School Wellness (1000 - 1006)	
Question #	1003	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: SFA did not invite a diverse group of stakeholders to participate in the committee to develop update and review the LWP per 7 CFR 210.31</p> <p>Corrective Action: Provide a statement of understanding that the LWP committee must invite a diverse group of stakeholders.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: SFA has completed a Triennial assessment of the Local Wellness Policy (LWP). However, there were some sections in the report card that were not completed.</p> <p>Corrective Action: Complete the Nutrition Education, Other School Based Wellness Activities and Policy and Monitoring sections of the LWP Report Card and upload the updated Report Card into SNACS.</p>
Form Name	Verification (207 - 215)	
Question #	211	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: The Verification Notification Letter We Have Checked was not available for the application that was verified.</p> <p>Corrective Action: Submit a statement indicating that the DPI template letter will be used moving forward or upload an</p>

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		updated version of the SFAs verification notification letter into SNACS for approval.
Form Name	Professional Standards (1210 - 1219)	
Question #	1214	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: The School Nutrition Program Director did not complete the 12 hours of annual continuing education/training for the current school year and was unable to provide a training plan on how this will be met (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for how the 12 hours of continuing education/training will be met for the current school year.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<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/volunteer onto the USDA or DPI Professional Standards Training Tracking Tool and upload into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities.</p>
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective		

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Action History		<p>Finding: The SFA did have a copy of the food safety plan but was not site specific. Each school 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).</p> <p>Corrective Action: Update the Food Safety Plan to be specific for the school upload the updated food safety plan(s) into SNACS. Be sure to update description of school facility, review SOP's, and update HACCP.</p> <p>Finding: It was noted that employee reporting agreements were not completed and on file for those involved in foodservice.</p> <p>Corrective Action: Please complete the Employee Reporting Agreements for food service staff including any volunteers and upload copies of these employee reporting agreements into SNACS.</p>
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	322	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: 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 each school prior to claim submission.</p> <p>Corrective Action: Upload monthly Edit Checks for lunch for September thru January into SNACS. Fiscal action will be calculated if meal counting and claiming errors are identified.</p>
Site Name	Grace Lutheran School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #		
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: As the entity that holds the contract with the WI DPI for the National School Lunch Program (NSLP), the SFA must have an understanding of the NSLP meal pattern requirements to ensure all meals served to students are reimbursable. Meal Pattern resources on the DPI's Menu Planning webpage may be used as training resources, including the Lunch Meal Pattern Chart. In addition, please view the webcast on the Lunch Meal Pattern.</p>

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		Corrective Action: Have staff responsible for determining reimbursable meals attend training on the NSLP meal pattern. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.
Site Name	Grace Lutheran School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: The daily minimum requirement for the vegetable component was not met for the K-8 age/grade group for lunch during the day of review (2/28/23). The following represent the served portion sizes for the vegetable component: Salad Mix: $\frac{3}{4}$ cup (credits as $\frac{3}{8}$ cup vegetable). The daily minimum requirement for the K-8 age/grade group is $\frac{3}{4}$ cup vegetable.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for the vegetable component will be met for lunch during the day containing the shortage (2/28/23) (e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Grace Lutheran School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: The preschool students were served the K- 8 age/grade group meal pattern but were not served at the same time and in the same place as the older students. 3K and 4K students are served and eat in their classrooms. Children who are not yet in kindergarten must be served the preschool meal pattern if not co-mingled with other grade groups at meals. To learn more about the preschool meal pattern, view the Preschool Meal Pattern Chart and Preschool Meal Pattern In a Nutshell</p> <p>Corrective Action: Submit a statement describing the specific changes made to meal service to serve the preschool students the age-appropriate meal pattern.</p>
Site Name	Grace Lutheran School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	407	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action History	<p>Finding: During meal observation, the DPI reviewer suspected a meat/meat alternate shortage from the pre-portioned chicken fajita meat sent by the vendor. However, the school kitchen did not have a scale to confirm the portion size. Serving sites should have proper portion tools onsite, including a digital scale, measuring cups, and dishers (i.e., #8 scoop or 4 fl. oz portion server) to confirm correct portion sizes and meal pattern compliance. Please view the What's the Scoop on Portion Control e-Learning to understand the importance of portion control.</p> <p>Corrective Action: Please upload receipts for the purchase of portion control tools, including a digital scale, measuring cups, and dishers.</p>
Site Name	Grace Lutheran School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	410
TA Log #	No TA Log# found
Due Date	April 21, 2023
Corrective Action History	<p>Finding: There was a weekly meat/meat alternate shortage at lunch during the week of review (1/9-1/13/23). Only 7.75 oz eq. meat/meat alternate was offered over the course of the week, which does not meet the minimum 9.0 oz eq. meat/meat alternate requirement for the K-8 age/grade group meal pattern. If this is a finding on the next Administrative Review, this may result in fiscal action.</p> <p>Corrective Action: Submit a statement explaining how this weekly meat/meat alternate shortage will be corrected during the week of review (1/9-1/13/23). Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	Grace Lutheran School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	430
TA Log #	No TA Log# found
Due Date	April 21, 2023
Corrective Action History	<p>Finding: The food service vendor is not following standardized recipes for the following items: Salad Mix w/Garnish (001530) and Fiesta Chicken Ranch Fajitas (001755). Standardized recipes are important to ensure student satisfaction and expectations, accurate crediting and nutrient analysis, consistent yield each time the recipe is produced, and for planning and purchasing for food cost controls.</p> <p>Regarding the Salad Mix w/Garnish, when observing</p>

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	<p>preparation of food items, food service staff were not measuring out proportions of tomato, cabbage, cucumber, or carrots as specified in the recipe. In addition, the food service staff were only pre-portioning $\frac{3}{4}$ cup of salad mixture into individual serving bowls instead of $1\frac{1}{4}$ cups as specified in the recipe.</p> <p>Regarding the Fiesta Chicken Ranch Fajitas, per the standardized recipe, the fajitas are supposed to include corn, onions, and green peppers. However, as observed at onsite kitchen, the fajita chicken did not include any of these vegetables.</p> <p>Corrective Action: Please submit a plan for ensuring that menu items meet recipes and specifications as detailed on transport sheets.</p>
Site Name	Grace Lutheran School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	431
TA Log #	TA Log# exists
Due Date	April 21, 2023
Corrective Action History	<p>Finding: The production record lists two different serving sizes for several menu items. This is confusing for the school and can result in quantity shortages. The items with inconsistencies include:</p> <ul style="list-style-type: none"> -Tuesday (1/10) and Thursday (1/12): The portion size for Salad Mix w/Garnish (001530) is noted as $1\frac{1}{4}$ cup but in the Serving Notes column staff are instructed to serve $\frac{3}{4}$ cup. -Friday (1/13): The portion size for Salad Mix w/Garnish (001443) is noted as $\frac{1}{2}$ cup but in the Serving Notes column staff are instructed to serve $\frac{3}{8}$ cup. <p>Corrective Action: Please send a copy of the updated production records for 1/10, 1/12, and 1/13 with the Portion Size and Serving Notes columns matching for the above menu items.</p>
Site Name	Grace Lutheran School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	432
TA Log #	No TA Log# found
Due Date	April 21, 2023
Corrective Action History	<p>Finding: Grace Lutheran School, the satellite site, is not completing transport sheets onsite. Transport sheets are necessary to ensure reimbursable meals are served and help to forecast future food orders. Review the Transport Sheet Requirements.</p>

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	<p>Grace Lutheran School needs to start documenting the following daily: temperature of each menu item upon arrival and upon service, amount leftover of each menu item including condiments and milk, the number of meals served, and the daily fruit offerings. The specific type(s) of fruit offered, along with planned portion size(s), must be included to document this component was planned and served.</p> <p>Corrective Action: Submit one full week of completed transport sheets, including temperatures, leftovers of each menu item, number of meals served, and daily fruit offerings, 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	Grace Lutheran School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	434
TA Log #	No TA Log# found
Due Date	April 21, 2023
Corrective Action History	<p>Finding: The Salad Mix w/Garnish recipe (001443) has errors. The crediting is incorrect on the recipe as the portion size is $\frac{1}{2}$ cup and credits as $\frac{1}{4}$ cup dark green and $\frac{1}{4}$ cup other vegetable. $\frac{1}{2}$ cup of romaine only credits as $\frac{1}{4}$ cup dark green vegetable. $\frac{1}{4}$ cup cucumber would credit as $\frac{1}{4}$ cup other vegetable. Therefore, a serving size of $\frac{1}{2}$ cup total cannot be credited in this way. The portion size would need to increase to $\frac{3}{4}$ cup ($\frac{1}{2}$ cup of romaine and $\frac{1}{4}$ cup of cucumbers) to credit as $\frac{1}{4}$ cup dark green and $\frac{1}{4}$ cup other vegetable. In addition, the weight of the ingredients do not match the preparation instructions. The weight of green leaf lettuce is 1 lb + 9 5/8 oz per the ingredients list but the preparation instructions state to place 5 lbs. of romaine lettuce in a hotel pan.</p> <p>Please ensure that the ingredients list and preparation instruction amount as well as lettuce types match so, that food service staff can accurately prepare recipes.</p> <p>Corrective Action: Send an updated Salad Mix w/Garnish recipe (001443) with accurate crediting, portion size, and preparation instructions. Please update the recipe yield and number of portions if necessary.</p>
Site Name	Grace Lutheran School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	435
TA Log #	No TA Log# found
Due Date	April 21, 2023

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Corrective Action History		<p>Finding: The Spanish Rice recipe (001750) does not credit as noted on the recipe. ½ cup of rice credits as 1 oz eq. grain. However, with the addition of the 1/8 cup of vegetable in this recipe, 1/8 cup of vegetable takes up space in a ½ cup serving; therefore, there is not a full ½ cup of rice in a ½ cup serving per this recipe. Therefore, the serving of rice is not enough to equal 1 oz eq. grain. In addition, the yield is incorrect in this recipe. The amount of rice that is added to the recipe would yield 50, 1 cup servings of rice, not 50, ½ cups of rice.</p> <p>The Fiesta Chicken Ranch Fajitas (001755) do not credit as noted on the recipe and production record. The serving size of the fajitas is 3.4 oz, noted to credit as 2 oz eq. meat/meat alternate. The recipe includes fajita chicken with a variety of vegetables (i.e., corn, onions, green peppers, tomatoes, and salsa). 3.4 oz of fajita chicken alone, without the vegetables credits as 2 oz eq. meat/meat alternate per the USDA Product Information Sheet. With the addition of vegetables in the portion, there is not 3.4 oz of chicken in one serving as the vegetables make up some of the weight. Therefore, this recipe does not credit as 2.0 oz eq. meat/meat alternate.</p> <p>Corrective Action: Please send updated recipes with correct crediting and yield information for the Spanish Rice and Fiesta Ranch Fajitas.</p>
Site Name	Grace Lutheran School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public.</p>
Site Name	Grace Lutheran School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date	April 21, 2023	
Corrective Action History		<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site-specific SOPs for Visitors #4. Students were in the kitchen area using a microwave throughout lunch service.</p> <p>Corrective Action: Modify the SOP so that it aligns with</p>

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		actual practices or adjust practices to align with the SOP as written. Submit a copy of the updated SOP or a statement describing how practices will be adjusted to be compliant with the established SOP.
Site Name	Grace Lutheran School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1408	
TA Log #	No TA Log# found	
Due Date	April 21, 2021	
Corrective Action History		<p>Finding: Food temperatures must be recorded twice daily.</p> <p>Corrective Action: Upload one week of completed records that show two food temperatures were taken and upload into SNACS.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/02/2023	3033	431	Administrative Review	Grace Lutheran School	FSD			
Comments								
						Created By	Created Date	
Technical Assistance: Garnishes need to be listed on separate lines on the transport sheets. For example, on 1/10 the transport sheet instructs serving staff to offer 1 oz shredded cheese, 1 oz salsa, and 0.5 oz sour cream in the Serving Notes column. However, these are not noted as being sent on the transport sheet, including total quantities or a space to record leftovers.							3/2/2023 6:53:33 AM	
03/01/2023	3032	404	Administrative Review	Grace Lutheran School	FSD			
Comments								
						Created By	Created Date	
Technical Assistance: Please update the lunch signage to the DPI template signage without Offer versus Serve . Currently, the SFA is serving all components to students.							3/1/2023 3:56:36 PM	