

Administrative Review Report

Immanuel Lutheran School

Commendations:

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

The DPI review team appreciates the eagerness of the staff at Immanuel Lutheran for their willingness to make changes to meet school nutrition program regulations. The staff is concerned for the nutritional well-being of their students as evidenced through food safety, menu, service, local wellness, etc. We were impressed during meal service that the staff was so engaging with the students.

The DPI review team is confident that Immanuel Lutheran will continue to improve their knowledge and operation of child nutrition programs.

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name	Immanuel Lutheran School	
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	CAP Accepted	
Corrective Action History	Flagged 01/27/2023 09:12 AM	<p>Finding : The daily minimum requirement for meat/meat alternate was not met for K-8th grade for lunch during one day of the review period. The following represent the planned portion sizes: - Tuesday (12/13/22): Two sausage links crediting as .75 meat/meat alternate were provided. The daily minimum requirement for K-8th grade is 1oz equivalent meat/meat alternate per serving. No fiscal action will take place during this Administrative Review (AR) due to a shortage of meat/meat alternate for the day however if this is a repeat finding during a future AR the SFA would be subject to fiscal action.</p> <p>Corrective Action : Describe specifically how the daily minimum requirement for meat/meat alternate will be met for lunch during the day of the review period containing the shortage (e.g. portion sizes increased, additional menu items, product replacements, etc.).</p>
	CAP Submitted 02/13/2023 09:40 AM	The children will be given 1 sausage link and 1 string cheese stick to meet the daily 1oz. M/MA requirement.
	CAP Accepted 02/15/2023 02:23 PM	CAP Accepted
Site Name	Immanuel Lutheran School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 01/27/2023 08:59 AM	<p>Finding : The weekly minimum requirement for grain was not met for K-8th grade for lunch during the review period. The following represents the planned portion sizes: - Monday (12/12/22)- 2 grain - Tuesday (12/13/22)- 1.75 grain - Wednesday (12/14/22)- 2 grain - Thursday (12/15/22)- 1 grain - Friday (12/16/22)- 1 grain The weekly minimum requirement for K-8th grade is 8 oz equivalent of grain. The SFA served only 7.75 oz equivalent of grain the week of review. No fiscal action will take place during this Administrative Review (AR) due to a shortage of grain for the review week however if this is a repeat finding during a future AR the SFA would be subject to fiscal action.</p> <p>Corrective Action : Describe specifically how the weekly minimum requirement for grain will be met for lunch during the review week period (e.g. portion sizes increased, additional menu items, product replacements etc.).</p>
	CAP Submitted 02/13/2023 09:44 AM	On Chili Day we will add 1 wheat bread slice to contribute 1oz. Grain towards the week of AR.
	CAP Accepted 02/15/2023 02:24 PM	CAP Accepted
Site Name	Immanuel Lutheran School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	

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Corrective Action History	Flagged 01/27/2023 10:54 AM	<p>Finding : Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. A general serving size of about 10 tortilla chips is not a specific portion size. It is a requirement that all serving sizes are specific and accurate to ensure the meal pattern minimums are met daily and weekly with the different food component.</p> <p>Corrective Action: Please submit documentation to reflect the accurate portion size of tortilla chips being served to students.</p>
	CAP Submitted 02/13/2023 10:01 AM	A corrected Production Record will be submitted indicating 13 tortilla chips to be served to the children which is the correct amount to yield 1oz. Grain.
	CAP Accepted 02/20/2023 06:40 AM	CAP Accepted
Site Name	Immanuel Lutheran School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 01/27/2023 09:06 AM	<p>Finding : During the week of review, condiment and milk usage was not recorded on the production records. In addition, the fruit selection served each day was not specified. Production records are the SFA's way of proving that reimbursable meals were served; therefore, all items offered as part of the reimbursable meal must be recorded.</p> <p>Corrective Action : Submit one full week of production records listing the specific fruit option served as well as condiments and milk usage recorded each day. The production records submitted should be after the Administrative Review occurred and before the corrective action is due. Additionally, submit the invoice for milk served the week of December 12-16, 2022 to confirm that milk was offered as part of the reimbursable meal.</p>
	CAP Submitted 02/13/2023 10:10 AM	1 Week worth of Productions Records will be submitted indicating What specific fruit was served for each day. The same week worth of Production Records will be submitted indicating milk usage. The milk invoice for the week of December 12-16, 2022, will be submitted confirming milk was offered the week of the AR.
	CAP Accepted 03/01/2023 10:24 AM	CAP Accepted
Site Name	Immanuel Lutheran School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 01/27/2023 09:56 AM	<p>Finding : A Peanut Butter and Jelly Uncrustable Sandwich, String Cheese, Carrots, Fruit and Milk were bundled together and sold at one unit price. When sold together, this bundled unit exceeds the Smart Snacks nutrient standards. Bundled foods may only be sold if the bundled unit meets the Smart Snacks general and nutrient standards. In addition, milk and any other beverages are not allowed to be included in a bundled item.</p> <p>Corrective Action : Please submit a written statement confirming that the SFA will no longer sell the bundled unit that was found to be noncompliant. In addition, please describe what will be the plan moving forward for meals provided to students with negative account balances.</p>
	CAP Submitted 03/07/2023 09:57 AM	Immanuel will no longer sell the bundled unit that was found to be noncompliant. The plan moving forward for meals provided to students with negative account balances will be to serve them an alternate meal which will be a meal that was left over from a previous day's school lunch. These meals will be claimed for reimbursement (as allowable based on student's status ie. free, reduced, paid).
	CAP Accepted 03/10/2023 02:37 PM	CAP Accepted
Site Name	Immanuel Lutheran School	

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Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 01/27/2023 09:17 AM	Finding : The following products were identified in the SFA's storage area as non-domestic and not documented: - Ardmore Farms Juice (USA, China, Chile, Mexico, Turkey, Spain, Poland) - Mushrooms (Holland) Corrective Action: Complete and submit a Non-Compliant Product List Form for the non-domestic products: Ardmore Farms Juice and Mushrooms. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).
	CAP Submitted 02/13/2023 09:58 AM	Buy American- Noncompliant product list form will be filled out and submitted for Ardmore Juice and Canned Mushrooms.
	CAP Accepted 02/20/2023 06:40 AM	CAP Accepted

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/19/2023	3130	1400	Administrative Review	ALL				
Comments								
						Created By		Created Date
The SFA answered 'no' to this question. But when I spoke with her and explained it, then she understood. The school is required to provide an interpreter if a student cannot speak English for example. The school here does provide that and the SFA now understands the question.								3/13/2023 10:51:36 AM
01/18/2023	3299	810	Administrative Review	ALL				
Comments								
						Created By		Created Date
Technical Assistance was given to keep using the most current Non-Discrimination Statement on the DPI website for all program materials related to the NSLP Program and materials that go out to families.								3/28/2023 12:48:19 PM
01/18/2023	2702	121	Administrative Review	ALL				
Comments								
						Created By		Created Date
Technical Assistance was given for Question 121, as it references a back-up system. The SFA answered "No" to this question. they should have some type of back-up system in place. They can use a Class Roster of names in place of the system they are using now.								1/18/2023 12:13:54 PM
01/18/2023	2774	434	Administrative Review	Immanuel Lutheran School	FSD			
Comments								
						Created By		Created Date
Technical assistance was provided for the standardized recipes submitted however were not accurate for Spanish Rice. The crediting of Spanish Rice was listed as 1/2 cup grain and 1/8 cup of vegetables however the scoop size was only 1/2 cup. It is not accurate to fit in one 1/2 cup serving of both 1/2 cup of rice and 1/8 cup of vegetables. The recipe also portioned out 50-1/2 cup servings however when calculated it came to 59-1/2 cup servings.								1/27/2023 10:35:06 AM
01/18/2023	2773	437	Administrative Review	Immanuel Lutheran School	FSD			
Comments								
						Created By		Created Date

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Although the vegetable subgroup requirements were met for the review period it is suggested to offer students a variety of vegetables rather than the same frequent vegetable selections.							1/27/2023 9:42:34 AM	
01/18/2023	2772	433	Administrative Review	Immanuel Lutheran School	FSD			
Comments					Created By		Created Date	
Nutrition Facts labels, Child Nutrition (CN) labels, and/or Product Formulation Statements (PFS) clearly outlining dietary specifications (calories, saturated fat, sodium) and crediting information must be available onsite where meals are served, even if meals are prepared offsite. Crediting documentation should be updated at least twice per year and as new products are purchased or substituted.							1/27/2023 9:35:55 AM	
01/18/2023	2771	410	Administrative Review	Immanuel Lutheran School	FSD			
Comments					Created By		Created Date	
The production record crediting the hash brown patty as 1/2 cup portion size is inaccurate as it credits as 1/4 cup starchy vegetable. This mis-crediting did not cause any daily/weekly vegetable shortages.							1/27/2023 9:29:37 AM	
01/18/2023	2770	431	Administrative Review	Immanuel Lutheran School	FSD			
Comments					Created By		Created Date	
Production records should have accurate information on them and the Serving Notes section of the production records are not correct for Immanuel Lutheran. Since this is a serve only pre-pack site the notes regarding handing out optional condiments, portioning of items and the multiple options for a fruit selection do not apply to this SFA because it is not a reflection of what they are doing and it is recommended that this should be removed.							1/27/2023 9:26:50 AM	
01/18/2023	2769	404	Administrative Review	Immanuel Lutheran School	FSD			
Comments					Created By		Created Date	
The printed menu should list all components included with the reimbursable meal. Currently, Fruit Selection is listed on the menu however the students are not offered a selection of fruit to choose from. Rather only one fruit is provided. Moving forward, it is suggested that the fruit being provided to the students is listed on the menu daily.							1/27/2023 9:21:05 AM	
12/08/2022	3048	1	Administrative Review	ALL				
Comments					Created By		Created Date	
The PLE tool was waived for schools that had a positive balance in their Food Service Account as of Dec. 30, 2022. If the account was negative, the tool needed to be completed.							3/7/2023 11:08:08 AM	