

# Administrative Review Report

Good Shepherd Parish

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/07/2022	03/06/2023
On-Site Review	03/07/2023	03/09/2023
Site Selection Worksheet	11/07/2022	11/11/2022
Entrance Conference	03/07/2023	03/07/2023
Exit Conference	03/08/2023	03/08/2023

## Commendations:

From the Public Health Nutritionist: Thank you to the FSD and staff at Chilton Catholic for the warm welcome and cooperation during Good Shepherd Parish's Administrative Review (AR). Thank you to the FSD for being available during the on-site portion of the review, and helping us to gather the needed documentation and information. The school offers such a wide variety of fresh fruits and vegetables each day, and we thank you for serving healthy, delicious meals to your students!

From the Nutrition Program Consultant: Thank you to the foodservice staff and administration at Chilton Catholic for your time and effort during the Administrative Review! Your receptiveness to recommendations and assistance in gathering necessary documents were appreciated. Thank you for your dedication to provide appealing, nutritious meals to your students.

## Recommendations:

No Recommendations found for this review.

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	105	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 03/07/2023 10:43 AM</p>	<p>Finding: The SFA does not complete the free and reduced price meal application determining process within 10 operating days of receipt of the application (7 CFR 245.6(c)(6)).</p> <p>Corrective Action: Provide a statement on how an eligibility determination will be made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application.</p>
<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/14/2023 03:40 PM</p>	<p>Finding: The SFA's Unpaid Meal Charge Policy states that funds remaining in a student's account and unable to be returned to the student will become the property of the school. Funds in student meal accounts are considered a liability until a meal is purchased. When the funds are left "unclaimed", they cannot be used to offset another student's negative account, unless paid households have chosen to donate those funds to the school food service account. Funds remaining in a reduced student account cannot be donated to the school food service account. Any funds left in a student meal account, which cannot be returned, must be turned over to the Wisconsin Department of Revenue as unclaimed property.</p> <p>Corrective Action: Submit a statement of understanding that unclaimed funds in a student's foodservice account must be turned over to the Wisconsin Department of Revenue and not retained by the SFA. List the individual who will be responsible for updating the policy, and provide a timeline for when it will be updated.</p>
<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/31/2023 02:20 PM</p>	<p>Finding: Onsite, it was discovered that the SFA is offering snacks for Before Care and After Care students. Families pay an annual tuition fee of \$35 per student specifically for these snacks. Foodservice purchases these snacks and then the school general fund reimburses the foodservice fund for the raw food cost of the items. The SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14 for these snacks.</p> <p>Corrective Action 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year.</p> <p>Corrective Action 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>
<b>Site Name</b>		

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<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 03/08/2023 01:13 PM</p>	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Provide a timeline for when a school meal program civil rights complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance. This was completed onsite, no further action required.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	806	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/08/2023 01:17 PM</p>	<p>Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all staff/volunteers 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/volunteers 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 in SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1000	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/07/2023 08:29 PM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (Missing policy statements: Policy Leadership, Public Involvement, Food and Beverage Marketing, Nutrition Education, Physical Activity, Triennial Assessment, Update/Inform the Public) (7 CFR 210.31).</p> <p>Corrective Action: 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>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/07/2023 08:25 PM</p>	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>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.</p>

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<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	130	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 03/08/2023 12:18 PM</p>	<p>Finding: The SFA did not provide written notification to each household denied free or reduced-price meal benefits within 10 operating days of receiving the application (7 CFR 245.6).</p> <p>Corrective Action: Provide a statement of understanding that all denied households must be notified in writing within 10 operating days.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	131	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 03/08/2023 12:31 PM</p>	<p>Finding: 2 application(s) were incorrectly denied based on "no income reported," as the family listed adult members but left all income fields blank. A blank income field indicates \$0 income. The application the SFA sent to families omitted the text of Section G (however, the box to report the household number was still included) requesting families to include total household members, so this value was also missing due to the technical error in printing.</p> <p>Corrective Action: Notify family and request completion of Section G (total household members). The application can then be determined based on income of \$0 and the appropriate household member number. This was completed onsite. Family reported they do receive an income and wish to withdraw the application. No further action required.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	136	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 03/08/2023 12:52 PM</p>	<p>Finding: SFA is not in compliance with nondiscrimination practices per 7 CFR 245.8. Overt identification of student eligibility for meal benefits was noted (school principal received BI list but does not need to know individual student eligibility).</p> <p>Corrective Action: Provide a statement on how this SFA will correct the overt identification of students with meal benefits.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	138	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	

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<b>Corrective Action History</b>	Flagged 03/08/2023 02:42 PM	Finding: The SFA did not effectively update student eligibility changes to benefit issuance list (BI) or the point of service (POS) for students who were new, transferred, or withdrawn (BI list does not include start dates of eligibility, one withdrawn student was not removed from list).  Corrective Action: Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely to the BI list and the POS.
<b>Site Name</b>		
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	208	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	Flagged 03/08/2023 11:10 AM	Finding: SFA did not complete a confirmation review before verifying application(s).  Corrective Action: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.
<b>Site Name</b>		
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	209	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 03/08/2023 03:48 PM	Finding: Applications selected for verification were not verified correctly (7 CFR 245.6a).  Corrective Action: Have the verifying official watch the "Verification Process" webcast on the DPI website and upload a copy of the completed quiz into SNACS.
<b>Site Name</b>		
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	215	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 03/08/2023 11:52 AM	Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a)  Corrective Action: Provide a statement detailing the process the SFA will follow to ensure verification is completed within the required time frame.
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	

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<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 03/08/2023 12:49 PM</p>	<p>Finding: The correct non-discrimination statement was not included on all program materials (monthly menu) and was not included with the Local Wellness Policy.</p> <p>Corrective Action: Update the weekly menu to include the correct version of the shortened non-discrimination statement and add the full NDS to the Local Wellness Policy wherever it is shown to the public. Upload into SNACS a copy of materials updated.</p>
<b>Site Name</b>	Chilton Area Catholic School	
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)	
<b>Question #</b>	318	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 03/08/2023 01:57 PM</p>	<p>Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). Meal counts were not taken as the student received their reimbursable meal (some teachers assisted students with their trays as they went through the lunch line. Once all of their students sat down, they gave a bundle of ID cards of students they remembered going through the line to the FSD to be scanned).</p> <p>Corrective Action 1: Correct the meal counting process to ensure meals are tracked as the student receives their meal. Submit a statement of how this will be done.</p> <p>Corrective Action 2: Submit 30 consecutive operating days of meal counts and corresponding edit check reports. Clean counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.</p>
<b>Site Name</b>	Chilton Area Catholic School	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 03/07/2023 01:14 PM</p>	<p>Finding: Children who are not yet in kindergarten must be served the preschool meal pattern if not co-mingled with other age/grade groups at meals. 3k students at Chilton Catholic are eating lunch in their classroom (therefore the co-mingling flexibility does not apply to these students). FSD verified that these students are served the main entrée and all sides (not utilizing OVS) daily, and they receive only the unflavored milk option. However, production records currently do not indicate this other age/grade group served or note any of these differences in the meal pattern.</p> <p>Corrective Action: Submit one week of completed production records showing that the 3k students are served the preschool meal pattern.</p>
<b>Site Name</b>	Chilton Area Catholic School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	409	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 03/07/2023 12:20 PM</p>	<p>Finding: The printed menu should list all components included with the reimbursable meal. Currently, milk is not listed on the menu. It may either be listed daily or may be listed in one place on the menu and include a statement that states that a variety of milk is offered daily as part of the reimbursable meal.</p>

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		Corrective Action: Submit a copy of an updated menu that includes either milk listed daily or a statement that a variety of milk is offered daily with a reimbursable meal.
<b>Site Name</b>	Chilton Area Catholic School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	410	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 03/07/2023 01:49 PM	<p>Finding: There was a weekly grain shortage at lunch during the week of review. Only 7 oz eq grain was offered over the course of the week, which does not meet the minimum 8.0 oz. eq. grain requirement for the K-8 meal pattern.</p> <p>Corrective Action: State what will be done to the menu during the week of review so that 8 oz eq grain is offered to students over the course of the week.</p>
<b>Site Name</b>	Chilton Area Catholic School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	433	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 03/07/2023 02:25 PM	<p>Finding: Acceptable crediting documentation was not available for the Nacho Cheese Sauce, served on Wednesday, February 15th, 2023. The production record lists Nacho Cheese and that it credits as 1 oz eq M/MA. However, processed foods that are not listed in the Food Buying Guide (FBG) must be accompanied by a Product Formulation Statement (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting. On the same day during the week of review, two different crediting documents were submitted for the taco filling products (one made with pork, and the other with turkey). Crediting documents must be on hand for the specific product used in order to accurately determine meal pattern contribution. FSD verified that the turkey product was the one used for the nachos on this day, which does not match the serving size/crediting information that was recorded on the production record. The meal component contribution (meat/meat alternate) will be verified when the standardized recipe is updated.</p> <p>Corrective Action 1: Submit acceptable crediting documentation for the Nacho Cheese Sauce. If documentation cannot be obtained, submit a written statement indicating your understanding that these items cannot be offered to meet meal pattern requirements.</p> <p>Corrective Action 2: Submit a statement which indicates understanding that crediting documents must match the exact product used in the kitchen.</p>
<b>Site Name</b>	Chilton Area Catholic School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	435	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 03/07/2023 02:29 PM	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. Recipes are on file, however they currently list general ingredients and are missing required information. For example, the nachos recipe has both pre-cooked taco meat and ground beef listed in the ingredient list (FSD states one or the other is used depending what they have in stock). The weight/measurement of these items, the procedures needed to cook/prepare them, and the meal pattern crediting is different depending which product is used. The total yield on this recipe is also listed as 70-100 students. Standardized recipes should have a specific ingredient list, detailed step-by-step procedures, the weight or measurement of each ingredient used, serving size (based on crediting</p>

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	<p>for the meal pattern), and a total yield. Separate recipes should be written when different ingredients are used for menu items, such as the nachos. Having standardized recipes and crediting information on hand is critical for determining meal component contribution and ensuring meal pattern requirements are met.</p> <p>Corrective Action 1: The person responsible for planning the menu should complete at least one of the following trainings in the DPI School Nutrition Online Learning Library (<a href="https://dpi.wi.gov/school-nutrition/training/online-learning">https://dpi.wi.gov/school-nutrition/training/online-learning</a>) and upload the certificate into SNACS: Standardized Recipes: Adding it All Up Succeeding with Standardized Recipes</p> <p>Corrective Action 2: Submit an updated standardized recipe for the following menu items: Yogurt Parfait Chicken Teriyaki Meatballs and Gravy Nachos- (One for the pre-cooked taco meat and one for the raw ground beef) Be sure to include all requirements of a standardized recipe. Templates and other resources can be found on the Standardized Recipes webpage (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a>). Continue to work towards standardizing all recipes used in-house.</p>
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<b>Site Name</b>	Chilton Area Catholic School
<b>Form Name</b>	Offer vs Serve (500-502)
<b>Question #</b>	500
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	CAP Submitted

<b>Corrective Action History</b>	<p>Flagged 03/07/2023 02:05 PM</p> <p>Finding: Although no non-reimbursable meals were observed during the day of onsite review, many students were made to take more than what they needed at lunch. Students were observed with 3 of the 5 components on their tray (including at least ½ cup of vegetable), but were made to take a fruit component before getting past the Point of Service. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</a>).</p> <p>Corrective Action: Have all staff responsible for determining reimbursable meals attend a training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
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<b>Site Name</b>	Chilton Area Catholic School
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1406
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	CAP Submitted

<b>Corrective Action History</b>	<p>Flagged 03/07/2023 08:06 PM</p> <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. This was corrected onsite and no further action is required.</p>
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## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/08/2023	3350	131	Administrative Review	ALL	FSD			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
On a paper application, any income field left blank is a positive indication of no income; therefore, paper applications with blank income fields are to be processed as complete. The adult household member's signature certifies that there is no income to report. In an online application, if income fields are submitted with blank responses, these also are processed as complete.								3/31/2023 2:53:21 PM
03/08/2023	3447	701	Administrative Review	ALL	FSD			



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Comments						Created By	Created Date
Based on the SY 2021-22 Annual Financial Report, the nonprofit school food service account has a net cash resource in excess of 3 months average expenditures. This is Year 1 of the SFA being in Excess Cash Balance. Begin thinking about ways to reduce the foodservice fund's cash balance, such as purchasing new equipment, marketing materials to market the school meal programs, or using your Supply Chain Assistance Funds. If the SFA is found to have an excess cash balance for a second year, they will need to submit a formal spend down plan to the state agency outside of the AR process.							4/14/2023 10:06:06 AM
03/07/2023	3352	203	Administrative Review	ALL	FSD		
Comments						Created By	Created Date
When using the Standard sampling method for verification, SFAs must choose from error prone applications before choosing from other applications to verify. Error prone applications are those that are- within \$100 per month, or \$1200 per year, of the applicable income eligibility guidelines. If a family fails to respond to request for proof of income during the verification process, the SFA must follow-up with the family. The required follow-up attempt may be in writing (mail or e-mail) or by telephone or text message. If the household does not respond or fails to provide adequate documentation after the required follow-up (and, if applicable, additional follow-ups), verification is considered complete for the household when notice of adverse action is sent. A household's refusal to cooperate with efforts to verify will result in the termination of household benefits. Households refusing to complete the verification process are counted toward meeting the SFA's required sample of verified applications [7 CFR 245.6a(f)4)]. Please keep in mind that verification must be completed by November 15th.							3/31/2023 3:28:31 PM
03/07/2023	3351	805	Administrative Review	ALL	FSD		
Comments						Created By	Created Date
The School Nutrition Team has created a Special Dietary Needs Policy template ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx</a> ) which can be modified to fit the needs of your school or district. If your district already has a policy in place, we recommend comparing it to this policy to ensure your policy includes all important information.							3/31/2023 3:01:43 PM
03/07/2023	3056		Administrative Review		FSD		
Comments						Created By	Created Date
There is a difference between weight (ounces) and volume (fluid ounces). Weight and volume are not equal or interchangeable. As a reminder, meat/meat alternate and grain products are credited using weight. Fruits, vegetables, and fluid milk are credited using volume. Please review our Crediting in a Nutshell document for more information on weight vs volume: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/crediting-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/crediting-in-a-nutshell.pdf</a> .							3/7/2023 2:23:05 PM
03/07/2023	3055		Administrative Review		FSD		
Comments						Created By	Created Date
Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work with staff to record all required information. This includes: meal service date (missing on some days during the week of review), menu item with recipe number or description of product (ex: indicate whether the fruit/vegetable is canned, fresh, or frozen), and the planned/actual quantity prepared in purchase units. All menu items served must also be listed on the production record. During the on-site visit, cheese slices were available with the hamburger on a bun, but were not listed on the production record. All menu items must be recorded and considered when calculating the weekly dietary specifications. Meal component contribution was also inaccurately recorded on the production record for the meat/meat alternate component. Please reference our Meal Pattern Tables and Components webpage for information on the meat/meat alternate component: <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/meal-pattern-tables-components#mma">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/meal-pattern-tables-components#mma</a> . Technical assistance was provided on site regarding how to accurately fill out production records.							3/7/2023 2:22:16 PM
03/07/2023	3054	300	Administrative Review	Chilton Area Catholic School	FSD		

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Comments						Created By	Created Date
If a processed product does not have a Child Nutrition (CN) label, product formulation statement (PFS), USDA Product Information Sheet, and is not in the USDA Food Buying Guide (FBG), it may not credit toward the meal pattern. Additionally, collect new product labels annually and update records when new products are purchased and when products change. More information about crediting documentation can be found on the Menu Planning webpage ( <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#cnpfs">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#cnpfs</a> )							3/7/2023 1:57:29 PM
03/07/2023	3052	409	Administrative Review	Chilton Area Catholic School	FSD		
Comments						Created By	Created Date
Kiwi (½ cup) was listed on the production record as an extra fruit available during the week of review. During the day of on-site review, the kiwi was noted to be a pre-packaged option available to students, but was only 1 kiwi and not ½ cup serving. 2 kiwis are needed to credit as ½ cup serving of fruit. Please update the meal pattern contribution on your production records when serving kiwi in the future, or increase the amount of kiwi in each container to meet the 1/2 cup serving.							3/7/2023 1:55:32 PM
03/07/2023	3049	404	Administrative Review	Chilton Area Catholic School	FSD		
Comments						Created By	Created Date
Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage was posted behind the area where food service staff stand to serve the meals. It is recommended to reposition this closer to the front of the meal service area so it is visible to all students.							3/7/2023 12:51:56 PM