

Administrative Review Report

St. Paul's Catholic School

Schedule Type	Start Date	End Date
Off-Site Review	02/11/2020	03/31/2020
On-Site Review	04/01/2020	04/02/2020
Site Selection Worksheet	02/11/2020	02/12/2020
Entrance Conference	05/13/2020	5/13/2020
Exit Conference	05/20/2020	05/20/2020

NPC commendations:

Thank you to the staff at St Paul's Catholic School for the courtesies extended to us during the review process 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 review. It was a pleasure to meet and work with everyone.

NPC recommendations:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.USDA.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

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PHN commendations:

Thank you for uploading organized and thorough meal pattern documentation. We appreciate your flexibility and patience during this unusual review process. Thank you.

PHN recommendations:

Should St. Paul's even begin serving and claiming PreK meals: The updated Child and Adult Care Food Program (CACFP) meal pattern was implemented on October 1, 2017, replacing the previous meal pattern options for SFAs serving infants and children aged 1-5 and not yet in kindergarten. Meals served under the updated CACFP meal pattern include a greater variety of vegetables and fruits, more whole grains, and less added sugar. Menu planning worksheets can be found in the tab "Documents." More information regarding the updated CACFP meal pattern is available on the Infants and Preschool in NSLP and SBP webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool>) and these following resources:

Meal pattern (https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_childmealpattern.pdf)

Milk (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_milk_component.pdf)

Meat/meat alternate (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_mma_component_handout.pdf)

Yogurt (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/yogurt_in_cacfp.pdf)

Fruit and vegetables (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_fv_component_handout.pdf)

Grains (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_grain_component_handout.pdf)

Grain based desserts (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/grain_based_dessert_handout.pdf)

Cereal (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_cereals_meet_sugar_calc.pdf)

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Findings and Corrective Action:

Site Name	Saint Paul Grade School	
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	103	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: A letter is distributed to households at the beginning of the year that mentions; <i>Due to DPI regulations all eligible applications must be completed and process on or before the first day of school.</i> This sentence is misleading and it is not a regulation.</p> <p>CA: Please correct this statement in the letter and submit the up dated letter into SNACS.</p>	
Site Name	Saint Paul Grade School	
Form Name	Indirect Costs (712)	
Question #	712	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: Indirect costs are being charged to the nonprofit school food service account, which is unallowable in Wisconsin. Documentation was not available to support charges to foodservice.</p> <p>CA: All costs charged to the nonprofit school food service account must be made into direct costs. Identify indirect charges into direct costs using time studies, meters, etc. Determine what the direct cost would be. Please submit documentation to support the charges. If the indirect amount charged is greater than the direct cost calculated, the difference will need to be refunded to the nonprofit school food service account through the Administrative Review. Any indirect costs that cannot be made into direct costs are unallowable and need to be refunded.</p>	
Site Name	Saint Paul Grade School	
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p>	

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		<p>CA: Provide a timeline for when a school meal program complaint policy or written procedure will be put in place, or included in an existing policy. Provide the name and title of the SFA representative that will ensure compliance. (DPI has a template that schools can utilize, this is found at: https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights.)</p>
Site Name	Saint Paul Grade School	
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The correct non-discrimination statement was not included in the handbook posted on the school's website. In addition, the non-discrimination statement is required to be posted on the website when the lunch program is referenced.</p> <p>CA: Please submit a statement on when the school plans to update the handbook to include the correct non-discrimination statement. Also, include when the website will be updated to include the correct non-discrimination statement. Please include in your statement the correct non-discrimination statement the school plans to use for the handbook and website.</p>
Site Name	Saint Paul Grade School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The hoagie served on 2/14 with the meatballs does not credit as 2 oz eq grain. It weighs 1.82 oz and credits ounce for ounce, which must be rounded down to 1.75 oz eq. 1 oz eq was served on Monday, 2 on Tuesday, 2 on Wednesday, 1 on Thursday, and 1.75 on Friday for a total of 7.75 oz eq grain. K-8 students must have 8 oz eq grain offered to them weekly. This is a weekly grain shortage.</p> <p>CA: Submit a statement explaining how the weekly grain 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 Paul Grade School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	

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TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: 1 slice of bread (1 oz eq grain) and 2 tablespoons peanut butter (1 oz eq M/MA) are offered daily as an alternate entrée. This is a total of 5 oz eq grain and 5 oz eq M/MA weekly. K-8 students must have 8 oz eq grain and 9 oz eq M/MA offered to them weekly. This is a weekly grain and M/MA shortage.</p> <p>CA: Submit a statement explaining how the weekly grain and M/MA shortages 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 Paul Grade School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>CA: Provide a statement of where the most recent food safety inspection report will be posted and visible to the public.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
05/13/2020	2038	410	Administrative Review	Saint Paul Grade School				
Comments					Created By		Created Date	
Production records are intended to be useful tools to record production information. The garden bar production record template currently in use lacks required information: Amount leftover (this can be in number of servings or purchase units). A copy of the Production Record Requirements and templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records).							5/13/2020 11:30:52 AM	
05/13/2020	2037	410	Administrative Review	Saint Paul Grade School				

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Comments					Created By	Created Date
Planned portion sizes are required for every meal component. Even in self-service at the salad bar, the menu planner must plan a specific portion size that he or she intends students to take. The minimum creditable portion of vegetables is 1/8 cup.						5/13/2020 11:30:03 AM
05/13/2020	2036	603	Administrative Review	Saint Paul Grade School		
Comments					Created By	Created Date
Proper crediting documentation was not available for #54278 Tyson Whole Grain Crispy Chicken Tenders served on 2/13. Processed foods that are not listed in the USDA Food Buying Guide must have a product formulation statement (PFS) or a Child Nutrition (CN) label to document meal component crediting. Provide crediting information by securing a PFS directly from the manufacturer or saving/taking a picture of a CN label directly off the packaging. Received, thank you.						5/13/2020 11:26:00 AM