

Administrative Review Report

St. John's Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/04/2019	11/18/2020
On-Site Review	N/A	N/A
Site Selection Worksheet	12/04/2019	12/05/2019
Entrance Conference	05/28/2020	05/28/2020
Exit Conference	11/20/2020	11/20/2020

Commendations:

Due to the unprecedented COVID-19 related school closures beginning in March 2020, the State Agency (SA) was not able to perform the on-site portion of this Administrative Review (AR). The SA has, to the maximum extent feasible, continued to assist School Food Authorities (SFAs) with items that would normally be addressed in the on-site portion to ensure all SFAs are given the most thorough guidance and technical assistance possible. The SA appreciates the SFA's flexibility and willingness to complete the offsite review during this challenging time. The school staff members were flexible and worked very hard to submit all necessary documentation electronically in a timely fashion.

From the Nutrition Program Consultant:

The school does a good job meeting local wellness policy requirements. Although minor corrective action was needed in this area, the policy contained all necessary language, documents were publicly available on the school website, and the triennial assessment was completed on time. Keep up the good work on the wellness policy!

There were no benefit issuance or verification errors -- great job managing meal benefit eligibility!

Thank you to the authorized representative for all of the hard work put in the review, as well as for the patience and flexibility while conducting the full review off-site! The staff member did an excellent job providing documentation, promptly responding to communications, and has a very positive attitude. Thank you for all you do to feed your students!

From the Public Health Nutritionist:

Thank you to all staff at St. John's Lutheran School for submitting documentation and being available to answer questions during this AR. Commendable job offering and managing three different meal patterns at both breakfast and lunch. This shows a strong understanding of meal pattern requirements. The food service director is doing a nice job learning about program regulations and offering a variety of menu items. Thank you for serving nutritious meals to the students of St. John's Lutheran!

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	303	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/18/2020 11:41 AM</p>	<p>Finding: The point of service (POS) procedures described for breakfast, lunch, and the Wisconsin School Day Milk Program (WSDMP) are not acceptable.</p> <p>Based on discussions with the food service director (FSD), students pick up their reimbursable breakfasts in the cafeteria then take them to their classrooms where the teachers mark them off in the software system as receiving a breakfast. While the cook is able to check if students take a full meal, the POS does not occur until the children are in the classroom with their meal. The gap between when the child receives the meal and is marked off could result in meal counting errors.</p> <p>The FSD described that the POS at lunch involves teachers marking off in the morning who wants a lunch. Then in the lunch line, the cook and teacher at the end of the line confirm each child has a full reimbursable meal. Teachers report to the FSD if any kids that ordered a lunch did not take it or if there were kids that ordered a lunch but left, but the teachers do not mark off kids during the lunch period. The FSD then makes manual corrections before approving the meal counts for the day. Basing lunch counts on morning orders and making corrections later on is not an acceptable POS as there is room for error.</p> <p>For the WSDMP, it was unclear if teachers are marking off students at the actual "snack time" or at a different time. Milks must be checked off at the time of service.</p> <p>See corresponding technical assistance for more details on what constitutes an acceptable POS. Note that there was a finding on the previous administrative review regarding improper POS for the pre-K students eating in the classroom. There was also technical assistance given regarding proper POS for the WSDMP.</p> <p>Corrective Action: Submit a statement of understanding that there must be an acceptable POS for each Child Nutrition Program offered. Please describe in detail how the POS will be altered for each program to ensure the process is compliant with requirements and yields accurate meal counts.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	800	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/13/2020 03:19 PM</p>	<p>Finding: Some of the food service documents contain the incorrect USDA non-discrimination statement. The statement must be the most updated version, cannot be edited, and cannot have the format altered in any way. Further, the font size of the statement must be in the same size as the majority of the document. The statement is incorrect in the parent handbook. Please refer to the Non-Discrimination Statement section of the Civil Rights webpage (https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#nds).</p> <p>Corrective Action: Update the non-discrimination statement in the food service section of the parent handbook. Upload a copy of the updated pages into SNACS. Please also provide a statement of understanding regarding the non-discrimination statement requirements described above.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/13/2020 03:09 PM</p>	<p>Finding: The public release was not distributed to the required locations. The SFA did not distribute it to a media outlet as required.</p> <p>Corrective Action: Provide the name of at least one media outlet that the public release will be sent to in the following school year.</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 11/09/2020 03:57 PM</p>	<p>Finding: SFA has completed the triennial assessment of the Local Wellness Policy (LWP), but it did not include all of the required elements. The assessment did not address how the LWP compares to a model policy.</p> <p>Corrective Action: Provide a timeline for when the missing element(s) for the assessment of the LWP will be completed and the public notified. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Additionally, provide a statement of understanding of the LWP assessment requirements.</p>
Site Name	Saint Johns Evang Lutheran Sch	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 10/20/2020 01:58 PM</p>	<p>Finding: The sugar limit was not in compliance for the Honey Bunches of Oats (Apple Caramel Crunch) for the preschool meal pattern. With this meal pattern, no more than 6g of sugar per dry ounce is allowed for cereals.</p> <p>Corrective Action: Submit a statement regarding how this product will be discontinued going forward.</p>
Site Name	Saint Johns Evang Lutheran Sch	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 10/20/2020 01:53 PM</p>	<p>Finding: There following shortages occurred during the week of review at lunch:</p> <p>1-2 year old:</p> <ul style="list-style-type: none"> On Tuesday there was a daily meat/meat alternate (M/MA) shortage. The Alaskan Pollock provided 0.5 oz eq M/MA. The minimum required is 1.0 oz eq M/MA. On Friday, there was a daily grain shortage. The Pizza Hot Dish provided 0.25 oz eq grain. The minimum required is 0.5 oz eq grain. <p>3-5 year old:</p> <ul style="list-style-type: none"> On Tuesday, there was a daily M/MA shortage. The Alaskan Pollock provided 0.75 oz eq M/MA. The minimum required is 1.5 oz eq M/MA. <p>K-8:</p>

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		<ul style="list-style-type: none"> There was a weekly bean/peas vegetable subgroup shortage. A 1/4 cup serving was offered over the course of the week; the minimum required is 1/2 cup. There was a weekly grain shortage. Only 6.25 oz eq was offered; the minimum required is 8 oz eq grain. <p>Corrective Action: Submit a plan and/or statement of how the above shortages will be fixed. Include serving size(s), product names, and labels as needed. Keep in mind that in future ARs, repeat findings of component quantity shortages may result in fiscal action.</p>
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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/18/2020	2328		Administrative Review					
Comments								
Annul Financial Report					Created By		Created Date	
<p>While there were no major issues with the Annual Financial Report (AFR), there are a few items to address:</p> <ul style="list-style-type: none"> The expenditure allocations for non-program foods should include more than just food allocations. Labor for non-program foods, and potentially equipment, purchased services, and "other" should be appropriately allocated. Please refer to the "Non-Program Food Revenue Tool Exceptions" and the "Purchased Services, Equipment, and Other Expenses Allocation Tool" for additional assistance with these allocations (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf; https://dpi.wi.gov/sites/default/files/imce/school-nutrition/expense-allocation.xlsx). As a reminder, the expenditures reported for the Wisconsin School Day Milk Program should only include the costs associated with providing free milk to free or reduced-price eligible children that participate in the program. Revenues and expenditures associated with milk served at the snack time for "paid" students is counted in the non-program foods category since these milks are not served and reimbursed as part of a Child Nutrition Program. As a reminder, when a student deposits funds in their food service account, which will be used for meal purchases, the amount received is not treated as revenue until the meal has actually 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 (Fund 50) or the general fund (Fund 10) until the meal is served, at which point the deposit account is converted to revenue for the food service account. This amount should not be recorded as revenue or part of the fund balance on the AFR until the meals are actually purchased/served. All transfers made into the food service account from other funding sources should be allocated in accordance with the different transfer types described in the AFR manual (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-manual.pdf). 							11/18/2020 12:02:27 PM	
11/18/2020	2327		Administrative Review					
Comments								
Point of Service					Created By		Created Date	
<p>Counts used for reimbursement claims (including for WSDMP) 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 POS should be operated by an adult that is trained on the program requirements, including Offer vs Serve.</p> <p>Using morning attendance, milk/meal counts taken prior to service (including pre-checking students on the roster for the day, week, or month) and counting based on the number students that do not take milk/meals are not acceptable. In these methods, there is room for error if students order but do not take their milk or meal, leave school before service time, or other such discrepancies. It is recommended to review the POS webcast for more information about acceptable practices (https://dpi.wi.gov/school-nutrition/training/webcasts#point%20of%20service).</p>							11/18/2020 11:47:47 AM	
11/13/2020	2311		Administrative Review					
Comments								
Serving Seconds					Created By		Created Date	
<p>In the past, the SFA has had questions regarding the allowability of offering students second portions of food for free. Aside from controlling food cost, there are few concerns with offering students free second portions of fruits and vegetables with their reimbursable</p>							11/13/2020 3:05:21 PM	

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<p>meals. However, there are several considerations when offering second portions of entrees. One major consideration is how second portions that are given away free could be distributed fairly and not just to the oldest students, to the boys, etc.</p> <p>Additionally, SFAs must choose one of the following plans regarding offering seconds:</p> <ul style="list-style-type: none"> Second portions could be given away as part of the reimbursable meal and considered a "program food," but then must be included in the dietary specifications for the week. This option may be challenging because offering seconds can complicate production planning, increase food cost, and increase dietary specifications. Second portions could be given away outside of the reimbursable meal, and thus would be considered a non-program food given away free. In this case, the seconds would not need to be included in the dietary specifications. However, a non-federal funding source would need to cover the cost of giving away these food items. This would involve tracking the number of seconds given away and making a fund transfer for these items. The food service account could not absorb the cost of giving away these non-program food items. Second portions could be sold to students as a la carte at a price established to cover the full cost of producing the item. The items would need to adhere to Smart Snacks regulations and non-program food pricing regulations (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf; https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf). 					
11/13/2020	2310	Administrative Review			
Comments					
Wisconsin School Day Milk Program		Created By	Created Date		
<p>A few reminders regarding the Wisconsin School Day Milk Program (WSDMP):</p> <ul style="list-style-type: none"> WSDMP may be offered to grades pre-K through 5. While the SFA chooses to offer the program for pre-K through 2, the program could be offered through 5th grade. The only milks that are "program foods" under WSDMP are the milks given away for free to students in participating grades that are eligible for free or reduced-price meals. Milks sold to paid eligible students as "snack milk" are not considered part of WSDMP and are considered non-program foods. Expenses and revenues associated with selling snack milk to paid eligible students should be recorded in the non-program foods category on the Annual Financial Report (AFR). Juice can be served and claimed under the WSDMP when it is used as a substitute for a student with a milk allergy, metabolic disorder, or other condition that prohibits the consumption of milk. The acceptable portion size for the juice substitute is 8 fluid ounces. Documentation does not need to come from a licensed medical practitioner, which is different from the federal Child Nutrition Program requirements. DPI SNT approved milk substitutes, such as an approved soy milk beverage, are not allowed to be claimed in the WSDMP due to the differences in the Wisconsin State Statute from federal Child Nutrition Program regulations. Other milk substitutes, such as almond milk, are also not allowed to be claimed in WSDMP. Juice is the only eligible milk substitute. Milk served in the WSDMP must be Wisconsin-produced, which means that all or part of the raw milk used by the milk processor was produced in the state of Wisconsin. Milk procurement documentation should include language requesting Wisconsin-produced milk. SFAs should also retain documentation that confirms the milk served is Wisconsin-produced. Accurate point of service (POS) records must be kept for the WSDMP. In order to maintain an accurate counting and claiming system, each classroom that serves milk for the WSDMP must document daily which students received a half pint of milk (or juice for eligible students) and the count must be taken at the time the milk is served to the student. The daily participation prototype form, or similar record can be used. It is important that the person completing the check-off records which students took a milk. Attendance or absentee records cannot be used to determine the daily milk count. A "back-out system" where the students who did not take a milk are recorded and all other students are claimed, is also not an acceptable counting and claiming system. <p>Please review the WSDMP FAQ for more program details (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/WSDMP-FAQ.pdf).</p>			11/13/2020 2:46:18 PM		
11/13/2020	2309	Administrative Review			
Comments					
Public Release		Created By	Created Date		
<p>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 (and where appropriate, free milk) are available. SFAs must annually distribute the public release to:</p>			11/13/2020 2:07:00 PM		

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<ul style="list-style-type: none"> Local news media (i.e. media outlet) Grassroots organizations (local organizations providing services to populations in need such as a food pantry, public library, post office, local church, etc.) Local employment office Major employers contemplating or experiencing large layoffs 			Administrative Review							
<p>SFAs are allowed to, but not required to, pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed. Even if the media outlet will charge for publishing the public release, the SFA must still distribute it to a media outlet annually to fulfill the USDA requirements.</p>										
11/13/2020	2308		Administrative Review							
Comments										
Sharing of Information and Disclosure				Created By				Created Date		
<p>The information provided by the family on the free and reduced-price meal application is to be used only for determining eligibility for meal or milk benefits. The SFA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers, registration fee waiver, school fees, etc.</p> <p>The SFA currently does not share this information for any reason, but is considering future tuition assistance for children eligible for free or reduced-price meals. The DPI template Sharing of Information form could be used in the future as needed. Additionally, for anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the Disclosure Agreement form should be signed and on file at the district.</p> <p>A template Disclosure of Free and Reduced-Price Information form is located on the Free and Reduced Meal Eligibility webpage, along with the template Sharing of Information form (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx; https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc). Please ensure staff that receive free/reduced-price meal eligibility information have an updated disclosure agreement on file.</p>								11/13/2020 2:04:02 PM		
11/13/2020	2307		Administrative Review							
Comments										
Professional Standards—Food Service Director Designation				Created By				Created Date		
<p>The online contract lists the church/school secretary as the "authorized representative" and the school cook as the "food service director." However, the offsite questionnaire and professional standards tracking tool indicate the secretary fulfills the roles of both the authorized representative and the food service director. The contract should be updated to reflect this.</p>								11/13/2020 1:58:17 PM		
11/13/2020	2306		Administrative Review							
Comments										
Local Wellness Policy—Triennial Assessment				Created By				Created Date		
<p>The triennial assessment of the local wellness policy (LWP) must measure the SFA's compliance with their LWP, a description of the SFA's progress toward meeting LWP goals, and how the LWP compares to a model policy. A report must be developed and released to the public. SFAs must use the Wisconsin Local Wellness Policy Triennial Assessment Report Card in order to fulfill the triennial assessment requirement which can be found on the Local Wellness Policy webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/local-wellness-policy-report-card-with-instructions.docx). The first page includes instructions for completing the Local Wellness Policy Triennial Assessment Report Card which can be found on page two. Please note that the online version of the Wisconsin Local Wellness Policy Report Card has been discontinued.</p>								11/13/2020 1:52:58 PM		
11/13/2020	2305		Administrative Review							
Comments										
Food Safety—Storage Containers				Created By				Created Date		
<p>Food should be stored in containers that are designed for multiple-use food storage, and ideally are NSF approved (https://www.nsf.org/knowledge-library/food-storage-containers). Reusing empty plastic ice cream tubs or sour cream tubs to store leftovers in the food service operation is not advisable. The SFA should ensure that all food is stored in appropriate containers and that reuse of empty food packaging containers does not occur. These empty, reused food containers are likely designed for single-use and may not be safe to wash and continue to use for food storage. This item may be addressed by a sanitarian during a food safety inspection, if observed.</p>								11/13/2020 1:50:08 PM		

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11/13/2020	2304	Administrative Review					
Comments							
Field Trip Meals			Created By	Created Date			
<p>When SFAs offer field trip meals, the point of service (POS) for these meals must meet the standard POS requirements. As a reminder, the POS is the point when it can be accurately determined that an eligible child received a reimbursable meal or milk. For field trip meals, teachers should check off students as they receive their reimbursable meals on the field trip at lunchtime. The completed check-off sheets should then be returned to food service after the field trip for counting, claiming, and billing. Counts should not be based simply on which students order a field trip meal.</p> <p>Additionally, if field trip meals are offered, the food safety plan should contain a standard operating procedure (SOP) for this. The Field Trip meal resources on the Menu Planning webpage can be of assistance with these items (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning).</p>				11/13/2020 1:43:30 PM			
11/09/2020	2298	Administrative Review					
Comments							
Professional Standards—Two Year Flexibility			Created By	Created Date			
<p>SFAs may utilize the two year flexibility offered by the state agency for professional standards training. The SFA may define a two year period and allow staff members to complete twice their annual training hour requirements over two years, however some training must be completed each year. For example, a full time staff member could complete 12 hours of training over the defined two year period. This option does not require additional approval from the state agency.</p>				11/9/2020 3:47:30 PM			
11/09/2020	2297	Administrative Review					
Comments							
Local Wellness Policy—Content Language			Created By	Created Date			
<p>The SFA's local wellness policy contains all of the minimum required content. When the policy is next updated, it is recommended to expand the Nutrition Promotion section to include specific language regarding Smarter Lunchroom techniques (https://dpi.wi.gov/sites/default/files/imce/wisconsin-school-meals-rock/_files/meal-appeal-self-assessment.pdf).</p>				11/9/2020 3:44:39 PM			
11/09/2020	2296	Administrative Review					
Comments							
Local Wellness Policy—Updates			Created By	Created Date			
<p>SFAs must complete an assessment of their local wellness policy (LWP) at least once every three years. Additionally, SFAs must review and update the content of the policy periodically (annually is recommended). This suggested annual review and policy update is separate from the triennial assessment. The SFA stated in the off-site questionnaire that the policy is updated every three years, however it is strongly recommended to review and update the policy more frequently.</p>				11/9/2020 3:31:49 PM			
11/09/2020	2295	Administrative Review					
Comments							
Local Wellness Policy—Website			Created By	Created Date			
<p>The SFA does have the local wellness policy posted on the school's website to meet the public availability requirement. However, one of the two locations of the policy on the website does not have the most updated version. The version of the policy posted on the school's homepage is the 2017 version, while the version on the "News and Notes" is the most current 2020 version. It is recommended to update the school website so that only the most current version of the wellness policy is available.</p>				11/9/2020 3:29:29 PM			
11/09/2020	2294	Administrative Review					
Comments							
Limited English Proficiency			Created By	Created Date			
<p>While the SFA currently does not have a need for translated materials for families with limited English proficiency (LEP), there may be a need for this in the future.</p> <p>Application materials and other communications with households concerning eligibility determinations must be provided in a language that parents or guardians can understand in order to diminish any language barriers to participation for individuals with LEP.</p>				11/9/2020 3:26:23 PM			

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To assist SFAs in reaching households with LEP, the SNT provides the Wisconsinized version of the USDA Free and Reduced-Price Meal application materials in English, Spanish, and Hmong (https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility/applications). The USDA Food and Nutrition Service (FNS) website offers many other foreign language translations of the Application for Free and Reduced-Price School Meals (http://www.fns.usda.gov/school-meals/translated-applications).									
The non-profit food service account may be used to pay for translation services if there is a need to translate materials in a language that is not currently available.									
11/09/2020	2293		Administrative Review						
Comments									
Civil Rights Compliance Self-Evaluation Form					Created By			Created Date	
The civil rights compliance self-evaluation form (i.e. PI-1441) was completed on time and submitted for the review. However, the bottom section of the form was not signed and dated. Please ensure the form is signed and dated as required going forward.								11/9/2020 3:22:28 PM	
11/09/2020	2292		Administrative Review						
Comments									
And Justice for All Posters					Created By			Created Date	
The photos of the And Justice for All poster submitted as part of the off-site review were not both the most updated version. One of the posters was the most current poster and the other was the outdated version (with the green Statue of Liberty). Please ensure all posters are the most updated versions. Poster requests submitted prior to COVID-19 were fulfilled. Mailing of posters for requests submitted during COVID-19 have been paused due to alternate working arrangements. In the meantime, SFAs are encouraged to print their own posters until the official posters can be mailed (https://www.usda.gov/sites/default/files/documents/JFAGreen508.pdf).								11/9/2020 3:19:00 PM	
10/20/2020	2265		Administrative Review		FSD				
Comments									
Infant and Preschool Meal Pattern—Minimums					Created By			Created Date	
Review the infant and preschool meals patterns for minimums to offer daily, which can be found on the Infants and Preschool in NSLP and SBP webpage (https://dpi.wi.gov/school-nutrition/program-requirements/infants-and-preschool).								10/20/2020 12:52:49 PM	
10/20/2020	2264		Administrative Review		FSD				
Comments									
Production Records					Created By			Created Date	
For production records that separate out different age/grade groups for the infant and preschool meal patterns, visit the Infants and Preschool in NSLP and SBP webpage and look in the tab "Production Records and Menu Planning" (https://dpi.wi.gov/school-nutrition/program-requirements/infants-and-preschool).								10/20/2020 12:51:48 PM	
10/20/2020	2263	409	Administrative Review	Saint Johns Evang Lutheran Sch	FSD				
Comments									
Crediting					Created By			Created Date	
Meat/meat alternate (M/MA) and grains are credited in quarter ounce equivalent increments (0.25 oz eq; 0.5 oz eq; 0.75 oz eq; 1.0 oz eq; etc.). Fruits and vegetables are credited in eighth-cup increments (1/8 c; 1/4 c; 3/8 c; 1/2 cup; etc.). Ensure these are accurate on production records and always round down to the nearest quarter and/or eighth-cup, respectively, when crediting menu items.								10/20/2020 12:48:31 PM	
10/20/2020	2261	409	Administrative Review	Saint Johns Evang Lutheran Sch	FSD				
Comments									
Crediting Documentation					Created By			Created Date	
Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. Processed products that require crediting documentation include items such as pre-packaged burritos, chicken patties, etc. These will typically be combined grain and meat/meat alternate menu items.								10/20/2020 12:41:38 PM	
10/20/2020	2260	409	Administrative Review	Saint Johns Evang Lutheran Sch	FSD				

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Comments						
Food Buying Guide				Created By	Created Date	
The USDA Food Buying Guide (FBG) contains yield and crediting information for foods with a standard of identity (https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs). Fruits, vegetables, grains, meat/meat alternates (M/MA), and dairy can be credited using the FBG. Most fruits and vegetables credit by volume served and most M/MAs and grains credit by weight. If the product is not listed in the FBG, additional crediting documentation is required.					10/20/2020 12:41:18 PM	
10/20/2020	2259	409	Administrative Review	Saint Johns Evang Lutheran Sch	FSD	
Comments						
Infant and Preschool Meal Pattern—Sugar Limits				Created By	Created Date	
The infant and preschool meal patterns require cereal to contain no more than 6 grams of total sugars per dry ounce. This requirement will help reduce children's consumption of added sugars. For more information, including the sugar limit charts, the calculation formula, and cereals that meet the sugar requirements, please refer to the Infants and Preschool in NSLP and SBP webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool).					10/20/2020 12:39:34 PM	
10/20/2020	2258	409	Administrative Review	Saint Johns Evang Lutheran Sch	FSD	
Comments						
Standardized Recipes				Created By	Created Date	
Recipes should be standardized and updated to reflect current practices and products. Standardized recipes exist, but many are not accurately reflecting what is happening in the kitchen. For more information on what essential information must be on a standardized recipe, review the Standardized Recipe Checklist (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf).					10/20/2020 12:37:14 PM	
10/20/2020	2255	1402	Administrative Review	ALL	FSD	
Comments						
Buy American				Created By	Created Date	
The Buy American provision requires SFAs to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).					10/20/2020 12:29:14 PM	
If products are found to have a country of origin other than the US, please document on a non-compliant tracking tool, which can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).						
05/29/2020	2064		Administrative Review			
Comments						
Income Frequency				Created By	Created Date	
When calculating income on applications, the income frequency should only be converted to an annual figure if the incomes are reported in different frequencies. When all reported incomes are reported in the same frequency, the income should not be annualized but should be compared to the Income Eligibility Guidelines that correspond to the reported frequency.					5/29/2020 2:51:13 PM	
05/20/2020	2045	711	Administrative Review	ALL		
Comments						
Adult Meal Pricing				Created By	Created Date	
The SFA establishes adult meal prices by assessing the cost of meal production and adding on a specific amount to the meal charge. This method has consistently resulted in adequate adult meal prices. However, there are also tools available on the Financial Management webpage that can be used to determine the minimum prices that must be charged for adult meals annually: the Adult Meal Pricing Worksheet and the reimbursement rate charts (https://dpi.wi.gov/school-nutrition/program-requirements/financial-management).					5/20/2020 9:06:05 AM	