

Administrative Review Report

Thorp Catholic School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	09/22/2019	11/29/2019
On-Site Review	11/13/2019	11/15/2019
Site Selection Worksheet	11/10/2019	11/10/2019
Entrance Conference	11/14/2019	11/14/2019
Exit Conference	11/15/2019	11/15/2019

State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

Commendations:

Thorp Catholic School has staff committed to follow the regulations and provide compliant meals to their students at breakfast and lunch. There are new staff members serving as the school nutrition director and office administrative assistant; they provided great answers and were interested in making corrections, as needed. The students were engaged with meal periods and courteous with great leadership from the teaching staff to encourage healthy selections.

A special note is that twenty-one eligibility determinations were reviewed with zero errors identified.

The DPI review team appreciates the eagerness of the staff at Thorp Catholic School (TCS) to receive suggestions and recommendations. The TCS staff is concerned for the nutritional well-being of their students as evidenced through food safety, menu variety, local wellness and communication with the school families. We were impressed during meal service that several fruit and vegetable options were available for students to select. Furthermore, the staff sits to eat with the students, modeling table manners and healthy eating. Thank you.

Recommendations:

The meal counts were not calculated correctly for the monthly claim submission. Please adjust the recording process to ensure correct reimbursement.

Refer to the Technical Assistance and Compliance Reminders resource sent in an email and in the SNACS Documents tab.

Training Opportunities

- 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. 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

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nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [GOALS](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

Findings and Corrective Action:

Form Name	Verification (207 - 215)	
Question #	207	
Due Date	12-30-19	
Corrective Action #1	Flagged	
Corrective Action History	Flagged 11/14/2019 07:34 PM	Finding: SFA did not complete the verification process per 7 CFR 245.2. CA 1. Complete the verification process and upload all the completed verification documentation into SNACS. CA 2. Submit a statement of understanding that verification must be completed by November 15.
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
Due Date	12-30-19	
Corrective Action #2	Flagged	
Corrective Action History	Flagged 11/27/2019 05:56 AM	Finding: Documentation of school food service staff training is not being tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. Include office staff who are the Determining/Verifying Official and claim preparer, principal who serves as the Confirming Official and the Food Service Director. CA: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	322	
Due Date	12-30-19	
Corrective Action #3	Flagged	
Corrective Action History	Flagged 11/26/2019 03:21 PM	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. CA: Upload monthly edit checks for lunch for September through October into SNACS. Also provide 30 days of proper edit check counts starting in October for each Breakfast and Lunch. Fiscal action will be calculated if meal counting and claiming errors are identified.
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	400	

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Due Date	12-30-19	
Corrective Action #4	Flagged	
Corrective Action History	Flagged 11/14/2019 09:39 AM	Finding: Milk usage by type is not recorded on production records. The planned serving size of each food item is not always filled in correctly. The lunch production record has columns for grades 9-12 even though Thorp Catholic is grades PK-8. Overall, it would benefit the food service director to switch to an updated production record template. Corrective Action: Please submit one week of completed breakfast and lunch production records to show that all required information is being recorded.
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
Due Date	12-30-19	
Corrective Action #5	Flagged	
Corrective Action History	Flagged 11/14/2019 12:16 PM	Finding: There was no crediting documentation on file for the sloppy joe offered at lunch on the day of review. Processed meat/meat alternate products must have either a Child Nutrition (CN) label or a Product Formulation Statement (PFS) from the manufacturer in order to credit towards the meal pattern requirements. Without either of these, the product should not be served. For more information on crediting, see our Crediting in a Nutshell handout (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/crediting-in-a-nutshell.pdf). Corrective Action: Please submit a CN label or PFS for the sloppy joe. If neither is available, please provide crediting documentation for whatever menu item will be served in its place.
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
Due Date	12-30-19	
Corrective Action #6	Flagged	
Corrective Action History	Flagged 11/14/2019 09:27 AM	Finding: Fruit was not recorded on the lunch production record on Wednesday, October 16, 2019. However, per review of menu planning worksheets and invoices, ½ cup of pears were planned and offered. It is important to record all foods offered on production records each day as documentation that reimbursable meals were served. Corrective Action: Please submit one week of completed lunch production records to show that all meal components are offered in their correct daily quantities.
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
Due Date	12-30-19	
Corrective Action #7	Flagged	
Corrective Action History	Flagged 11/14/2019 09:29 AM	Finding: On two days during the week of review (October 14-18, 2019), only ½ cup of fruit was offered at breakfast. Students must be offered 1 cup of fruit at breakfast each day. See the Breakfast Meal Pattern Table for more information

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		(https://dpi.wi.gov/sites/default/files/imce/school-nutrition/breakfast-meal-pattern-color.pdf). Corrective Action: Please submit a breakfast menu planning worksheet for the same menu as the week of review (October 14-18, 2019) to show that 1 cup of fruit will be offered each day.
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	411	
Due Date	12-30-19	
Corrective Action #8	Flagged	
Corrective Action History	Flagged 11/14/2019 09:31 AM	Finding: The weekly amounts of grain and meat/meat alternate (M/MA) offered at breakfast (21-23 ounce equivalents) greatly exceed the recommended maximum (10 ounce equivalents). Serving this much grain and M/MA means that the dietary specifications are very likely exceeded for breakfast. It also results in a high food cost. Corrective Action: Please submit a breakfast menu planning worksheet for the same menu as the week of review (October 14-18, 2019) to show that the amount of grain and M/MA offered is close to the recommended maximum.
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	412	
Due Date	12-30-19	
Corrective Action #9	Flagged	
Corrective Action History	Flagged 11/14/2019 09:32 AM	Finding: Recipes should be updated to reflect current practices and products. Standardized recipes exist, but some are not accurately reflecting what is happening in the kitchen. Recipes should include the yield (e.g., number of slices per loaf of bread) and accurate ingredients used. Corrective Action: Please submit standardized recipes for the beef stew and whole grain bread.
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1405	
Due Date	12-30-19	
Corrective Action #10	Flagged	
Corrective Action History	Flagged 11/14/2019 07:32 PM	Finding: Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year (7 CFR 210.13). The SFA does not have documentation on file indicating that two inspections were requested from the local regulatory authority. CA: Contact the local regulatory authority to request two food safety inspections for each school year. Submit and retain documentation of this communication.

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Technical Assistance Entries:								
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/14/2019	949	801	Administrative Review	ALL	administrative assistant			
Comments								
						Created By	Created Date	
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 are available. SFAs must annually distribute the Public Release to local news media, grassroots organizations, local unemployment office, as applicable. SFAs are 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.							11/14/2019 7:25:43 PM	
11/14/2019	942	410	Administrative Review	Thorp Catholic School	FSD			
Comments								
						Created By	Created Date	
Different portion sizes are being served to grades K-3 vs. grades 4-8. These are not allowable meal patterns to follow. You may serve a K-5 and 6-8 meal pattern, or a K-8 meal pattern. Students may always turn down parts of the meal or take smaller portions if they wish, as long as they leave the line with a reimbursable meal. For example, you may offer three tacos to all students but the younger students may take one taco.							11/14/2019 12:28:48 PM	
11/14/2019	1069	207	Administrative Review	ALL	administrative assistant			
Comments								
						Created By	Created Date	
The verification process must be completed by November 15 annually.							11/26/2019 11:27:27 AM	
11/14/2019	938	1410	Administrative Review	Thorp Catholic School	FSD			
Comments								
						Created By	Created Date	
For products that are not domestic, a suggested Buy American - Non Compliant Product List template can be found on the Buy American webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx ; https://dpi.wi.gov/school-nutrition/procurement/buy-american).							11/14/2019 9:48:06 AM	
11/14/2019	937	1410	Administrative Review	Thorp Catholic School	FSD			

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Comments						Created By	Created Date
During the onsite review, all products reviewed were found to be in compliance with the Buy American provision. This provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products. Remember to regularly review products to ensure they are domestic.							11/14/2019 9:46:38 AM
11/14/2019	936	409	Administrative Review	Thorp Catholic School	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. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste. Production record templates for breakfast and lunch can be found on our Production Records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records).							11/14/2019 9:35:20 AM
11/14/2019	935	410	Administrative Review	Thorp Catholic School	FSD		
Comments						Created By	Created Date
Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization and use all resources available to you. Visit our Standardized Recipes webpage for additional tools and resources or contact a Public Health Nutritionist for assistance (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes ; https://dpi.wi.gov/school-nutrition/directory).							11/14/2019 9:33:57 AM
11/14/2019	934	410	Administrative Review	Thorp Catholic School	FSD		
Comments						Created By	Created Date
The hard taco shells served during the week of review only credit as 0.25 ounce equivalents of grain per shell. Due to rounding, three shells credit as 1 ounce equivalent of grain. This means that if a student takes one or two shells, this does not count as the grain component under Offer versus Serve (OVS). One or two tacos only count as a full meat/meat alternate component; a student still needs to have two other components on their tray.							11/14/2019 9:30:33 AM
11/14/2019	1063	209	Administrative Review	ALL	admin assistant		

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Comments	Created By	Created Date
The verification process in the last completed year (SY 2018-19) was not conducted correctly and provided incomplete documentation. The process was discussed with the current administrative assistant, who will complete the process for SY 2019-20.		11/26/2019 8:28:07 AM