

Administrative Review Report

St. Matthews Congregation

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/09/2022	05/31/2023
On-Site Review	12/09/2022	05/31/2023
Site Selection Worksheet		
Entrance Conference	01/31/2023	01/31/2023
Exit Conference		

Thank you to the staff at St Matthew's School for the courtesies extended to everyone 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. It was a pleasure to work with everyone!

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Findings and Corrective Action:

Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	110	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not maintain documentation of the direct certification notification sent to household(s).</p> <p>Corrective Action: Submit a statement of how the SFA will maintain documentation of written direct certification notification. Please upload into SNACS what letter will be used moving forward.</p>
Form Name	Verification (200 - 204)	
Question #	202	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Online contact does not have the correct person listed as the Confirming Official. The Confirming Official reviews each application selected for verification to ensure the initial determination was accurate. This must be done by an individual other than the one who made the initial determination.</p> <p>Corrective Action: Update the contract to accurately reflect who the Confirming Official is. Notify the Nutrition Program Consultant once completed.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: On the Annual Financial Report, expenses, revenues for non-program foods and commodities and handling charges were not broken out.</p> <p>Corrective Action: Review the annual financial report webcast or manual on the DPI website. Submit a statement on how the revenues and expenditures for non-program foods will be tracked separately for the nonprofit school food service account for reporting on the annual financial report. Also indicate where the commodities handling, and processing charges will be listed on the annual financial</p>

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	report.	
		<p>Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed when receiving these funds. The SFA is not aware of what the funds can be spent on. There is no tracking being completed. Technical assistance was provided.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent.</p>
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<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 school policy. Provide the name and title of the SFA representative that will ensure compliance.</p>
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31. It was completed after the October 31.</p> <p>Corrective Action: Submit a statement of understanding that the Civil Rights Compliance Self Evaluation Form (PI-1441) form will be completed each year by October 31.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p>

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		Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	129	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not maintain documentation of the meal benefit approval notification sent to household(s).</p> <p>Corrective Action: Submit a statement of how the SFA will maintain documentation of written meal benefit approval notification. Please upload the letter that will be used moving forward.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	130	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not maintain documentation of the meal benefit denial notification sent to household(s).</p> <p>Corrective Action: Submit a statement of how the SFA will maintain documentation of written meal benefit denial notification. Please Upload the letter that will be used moving forward into SNACS.</p>
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA did not complete a confirmation review before verifying application(s).</p> <p>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.</p>
Form Name	Verification (207 - 215)	

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Question #	211	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The verification notification letter "We have checked " letter was not available for review.</p> <p>Corrective Action: Review the verification process. Submit a statement indicating that the DPI template letter will be used moving forward or upload the SFAs verification notification letter that will be used into SNACS for approval.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The non-discrimination statement was not included in the student handbook.</p> <p>Corrective Action: Add the Nondiscrimination statement to the handbook moving forward. Upload the version that will be used in the handbook into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>Corrective Action: 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.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30).</p>

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		Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities.
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). It was noted that food safety plan needed some updates to be reflective of what is happening at the site. In addition, the HAACP form should be reviewed for any updates needed.</p> <p>Corrective Action: Update the food safety plan to be specific for the SFA and that the HAACP form is updated. Please upload the updated food safety plan(s) including the HAACP form into SNACS.</p>
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	322	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>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.</p> <p>Corrective Action: Upload monthly edit checks for lunch for September thru December into SNACS. Fiscal action will be calculated if meal counting and claiming errors are identified.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Under the preschool meal pattern, all meal components must be served to students in at least the minimum serving size. Offer Versus Serve (OVS) is not an appropriate service style</p>

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		<p>for preschool students. It may interfere with the nutrition goals of the preschool meal pattern, as well as the goal of introducing new foods to children while they are still developing food preferences.</p> <p>Finding: During on-site meal observation, two preschool students were given a meal with no broccoli, and therefore did not receive a vegetable component with their meal.</p> <p>Corrective Action: Submit a statement specifically describing how meal service will change so preschool students are served all components in at least the minimum serving size for the Pre-K meal pattern.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Corrective Action Status	Flagged	
Corrective Action History		<p>Due to the systemic non-compliance with meal pattern requirements during the week of review (incomplete production records, missing meal pattern components, lack of standardized recipes, missing crediting documentation), the review was opened to the entire review month of December.</p> <p>Finding: Based on the December menu, the following days were missing meal pattern components: Tuesday, December 6th: Missing fruit component Wednesday, December 7th: Missing vegetable component Monday, December 12th: Missing grain component Tuesday, December 13th: Missing fruit component Friday, December 16th: Missing vegetable component Wednesday, December 21st: Missing vegetable component</p> <p>Corrective Action: Fiscal action is required for a missing component. Therefore, fiscal action will be assessed for all lunches served on December 6th, 7th, 12th, 13th, 16th, and 21st (a total of 382 meals). Submit a statement that explains specifically how the week of review (December 12th-16th) menu would be changed to ensure no missing components.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Due to incomplete production records, insufficient crediting documentation, and lack of standardized recipes on file, compliance with daily and weekly meal pattern requirements at lunch could not be adequately assessed. During the day of on-site visit, the Rotini Pasta bake was</p>

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	<p>served. The recipe was analyzed prior to lunch and the 3 oz spoodle planned to serve the Pre-K students would have credited as 1.25 oz eq M/MA (short of the 1.5 oz eq M/MA requirement). The Food Service Director was notified of the shortage prior to meal service, and the Pre-K students received the 4 oz spoodle serving to ensure they met the minimum daily requirement for the M/MA component. After reviewing the documentation for the week of review that was provided and discussion with the Food Service Director, it is likely that the following occurred during the week of review: Daily/weekly fruit shortages- Records provided showed ? cup and ¼ cup servings Daily/weekly vegetable shortages- Records provided showed ? cup and ¼ cup servings Weekly vegetable subgroup shortages- “Red/orange” subgroup and “Other” subgroup Daily meat/meat alternate shortage (Pre-K)- Records provided show ½ chicken patty (1 oz eq M/MA) served on Wednesday, December 14th</p> <p>Corrective Action 1: The person responsible for planning the menu should complete the following trainings in the DPI School Nutrition Online Learning Library (https://dpi.wi.gov/school-nutrition/training/online-learning): The Fruit Component The Grain Component Meat/Meat Alternate Component Lunch Meal Pattern Preschool Meal Pattern Weight versus Volume Completed quizzes and/or course certificates should be uploaded into SNACS.</p> <p>Corrective Action 2: Submit a statement of understanding of the requirements for both the K-8 meal pattern and the Pre-K meal pattern.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	412
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Related to systemic non-compliance with meal pattern requirements, the performance-based 8 cent reimbursement will be stopped beginning February 1st, 2023. Restarting the performance-based funding is contingent upon successful completion of the corrective action items. Please be aware that it is not sufficient to only make changes to one week of menus. The changes that need to be made to bring menus into compliance must be long-term, sustainable measures. The 8 cents will be restarted the first full month we are able to confirm that compliant meals are served. Note, the School Nutrition Team reserves the right to conduct an unannounced visit to observe meal service and document compliance. Repeat violations during subsequent Administrative Reviews may result in fiscal action.</p>

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Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History	<p>Production Records are required as documentation that your school is serving reimbursable meals that contain all required meal pattern components. Without production records, there is no way to prove that reimbursable meals were served. Production records should include the serving site, menu type, grape groupings, date, menu item name, planned serving sizes, planned/actual number of serving prepared, planned/actual quantity prepared in purchase units, amount leftover, milk types available and actual usage, planning serving size and usage for condiments, number of reimbursable and non-reimbursable meals planned and served, substitutions made to original plans, and any substitutions for students with special dietary needs. Each day requires a separate production record, and each menu item needs to be listed as a separate line item. Review the Production Record Requirements on our webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>Finding: Production Records were not filled out during the week of review. The menu information was retroactively filled in on production records for the week of review with information the Food Service Director could recall and is missing required information. For the Administrative Review, temperature logs were used to verify that listed menu items were served to students during the review period.</p> <p>Corrective Action 1: Submit 2 weeks of completed production records for lunch. These weeks should occur after receipt of the Administrative Review report and before the corrective action due date. In addition to the production records, include: the monthly menu for lunch all standardized recipes used during those two weeks all nutrition fact labels crediting documentation (Child Nutrition Labels or product formulation statements) for all products as appropriate Fresh fruits and vegetables should include any information needed to determine how they credit towards meal pattern requirements such as size/case counts.</p> <p>Corrective Action 2: A weighted nutrient analysis must be conducted for one week of lunch menus. The week selected must be in compliance with meal component requirements at a minimum. Once the weeks submitted have been determined to be in compliance, the documentation requested along with the production records will be used in conducting this analysis. Corrective Action 3: Submit</p>	

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		verification that the FSD has completed additional Production Record training (e.g. SNT Production Records webcast on the DPI Online Learning Library (https://dpi.wi.gov/school-nutrition/training/online-learning)).
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	433	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Acceptable crediting documentation was not available for the following product: Salisbury Steak, served Monday, December 12th, 2022 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.</p> <p>Corrective Action: Submit acceptable crediting documentation for the Salisbury Steak. If documentation cannot be obtained, submit a written statement indicating your understanding that these items cannot be offered to meet meal pattern requirements.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. During the week of review, there were no standardized recipes on file for the following menu items: Mashed Potatoes Nachos- Taco Meat Tater Tot Casserole The following had recipes but were missing required information: Pound Cake with Strawberries Blueberry Muffins Hot Apple Slices For example, the apple slices recipe had the ingredients listed, but was missing detailed procedures, total yield, and a serving size. Therefore, it could not be credited. If these menu items are served again, these recipes must be standardized before serving. Without standardized recipes and crediting information on file, meal component contribution cannot be determined. This most likely contributed to shortages and/or missing components during the week of review.</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 (https://dpi.wi.gov/school-nutrition/training/online-learning) and upload the certificate into SNACS: Standardized Recipes:</p>

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	<p>Adding it All Up Succeeding with Standardized Recipes</p> <p>Corrective Action 2: Standardized recipes that contain all required information outlined in the Standardized Recipes in a Nutshell document (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipes-in-a-nutshell.pdf) should be submitted for all menu items with more than one ingredient served during the two weeks for which production records are submitted.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	436
TA Log #	No TA Log# found
Due Date	March 23, 2023
Corrective Action Status	Flagged
Corrective Action History	<p>80 percent of the weekly grains offered and credited in school meal programs must be whole grain-rich. Foods that meet the whole grain-rich criteria for the school meal programs must contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched.</p> <p>Finding: Due to incomplete production records, insufficient crediting documentation, and lack of standardized recipes and product labels on file, compliance with the 80 percent whole grain-rich requirement could not be adequately assessed. After reviewing the documentation that was provided and discussion with the Food Service Director, it is likely that less than 80 percent of the grains offered over the course of the week at lunch met the whole grain-rich requirement. Tuesday, December 13th- Tortilla Chips: Not Whole Grain-Rich Wednesday, December 14th- Bun: Whole Grain, Pound Cake: Not Whole Grain-Rich Thursday, December 15th- Dinner Roll: Not Whole Grain-Rich Friday, December 16th- Pancakes: Whole Grain, Blueberry Muffins: Not Whole Grain-Rich</p> <p>Corrective Action: Submit a written statement indicating your understanding that 80 percent of grains offered over the course of the week must be whole grain rich. Compliance with this requirement will be checked on the two weeks of production records and menu information that is being submitted for corrective action.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	437
TA Log #	No TA Log# found
Due Date	March 23, 2023
Corrective Action Status	Flagged

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Corrective Action History		<p>Finding: Based on the menu provided, no vegetables from the dark green vegetable subgroup were offered during the week of review.</p> <p>Corrective Action 1: Submit a written statement indicating your understanding that all vegetable subgroup requirements must be met weekly.</p> <p>Corrective Action 2: Submit verification that FSD has completed training on the Vegetable Components (e.g., SNT Vegetable Component webcast): https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns:~:text=GOALS%3A%20Elective-,The%20Vegetable%20Component,-Learn%20about%20the Upload the course certificate into SNACS.</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
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>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. If corrected onsite, no further action required.</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1408	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Temperatures (refrigerator, freezer, food, milk coolers, dish machine) must be recorded daily (7 CFR 210.13). It was noted the second temperature for food items was not being recorded.</p> <p>Corrective Action: Upload one week of completed records into SNACS showing the second temperature is being recorded and provide a statement indicating how temperatures will be monitored going forward.</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date	March 23, 2023	
Corrective Action Status	Flagged	

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Corrective Action History	<p>The Buy American provision requires school food authorities (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). The following information must be recorded on a Buy American Non-Compliant Product List: 1. Date 2. Name of product 3. Country of origin 4. Reason (Cost analysis, Seasonality, Availability, Substitution, Distribution, Other) A suggested Buy American – Non-Compliant Product List template can be found on the Buy American webpage. For domestic products without country of origin labeling (COOL), consider the Buy American Provision Attestation for Agricultural Product(s) Purchased Between School and Contractor. By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision.</p> <p>Finding: The following products were identified in the SFA’s storage area as non-domestic and not documented: Diced Carrots- Product of Canada Cod Loins- Product of China Mandarin Oranges Segments- Product of China Stone Ground Whole Wheat Flour- No Country of Origin</p> <p>Corrective Action: Begin tracking non-domestic products, which may include Buy American information from the vendor or distributor’s website. If no country of origin is identified on the label, then the SFA must get documentation/ certification from the distributor or supplier. Provide a copy of the form(s) that will be used and include any non compliant products.</p>
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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/10/2023	2855		Administrative Review					

Comments

Standardized recipes are required for all menu items that have more than one ingredient (e.g., grilled cheese, peanut butter and jelly sandwich). All standardized recipes must include detailed information about the specific ingredients, equipment, and procedures used to prepare the recipes. A standardized recipe has been tried, tested, evaluated, and adapted for use by your foodservice operation. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used, which is crucial for crediting school food service recipes. Recipes should be standardized in each production kitchen to reflect the products and practices that are used in that kitchen. This

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same process must be done to standardize USDA quantity recipes, especially when substitutions are made. Instructions for standardizing recipes and recipe templates can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).							
02/10/2023	2854		Administrative Review				
Comments							
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.							
02/10/2023	2853		Administrative Review				
Comments							
Exhibit A (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf) is a resource that separates commonly used grain items into groups of similar products and provides information on the grams or ounces per 1.0 oz eq for each group. Exhibit A groups all grain products based on how much grain they contain per serving, on average. Exhibit A can be used to credit products when the baked weight is known. However, there may be circumstances when it is more beneficial to get exact information about the grams of creditable grain from the manufacturer in the form of a Child Nutrition (CN) label or Product Formulation Statement (PFS).							
02/10/2023	2852		Administrative Review				
Comments							
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. After logging in to the USDA Food Buying Guide (FBG), click on "Food Items Search" and type a food in the "keywords" search box. Different options may appear. Find the one that most closely matches your product and click for more information (e.g. Peaches, canned, diced). After clicking, you will be able to view the purchase unit, servings per purchase unit of the Edible Portion (EP), serving size per meal contribution, and purchase units for 100 servings. Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label, product formulation statement (PFS), or USDA Product Information Sheet to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion							

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size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed.								
02/10/2023	2851	101a	Administrative Review	St. Matthew School				
Comments								
Food service staff did not have a clear understanding of the Offer Versus Serve (OVS) requirements for lunch. Although all K-8 students observed took a reimbursable meal, it is important for staff to understand OVS requirements. The school must offer the required portions of fruit, vegetable, grain, meat/meat alternate, and milk at lunch. From these offerings, students must select at least three full, different, food components, one of which is ½ cup fruit and/or vegetable. Visit our Online Learning Library for opportunities (https://dpi.wi.gov/school-nutrition/training/online-learning).								
02/10/2023	2850	404	Administrative Review	St. Matthew School				
Comments								
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 however it was not filled out with menu items, and a copy of the menu was taped over the statement telling students how to select a reimbursable meal. Please post lunch signage in a visible location near the beginning of the meal service line telling students how to select a reimbursable meal: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/signage-lunch-ovs.pdf .								