

Administrative Review Report

Saint Henry Congregation

Commendations:

Our sincere thanks to the administration and school nutrition staff at St. Henry's. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information. Thank you for what you do for the kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2022-23 General Program Reminders which has been uploaded to the documents tab in SNACS.

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage (<https://dpi.wi.gov/school-nutrition/training>).

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Findings and Corrective Action:

Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	804	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/17/2023 01:35 PM	<p>Finding: The SFA does not have a system for tracking discrimination complaints received for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Upload a copy of the Civil Rights Complaints Procedures to the school website. Submit a statement that this has been completed.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/17/2023 03:29 PM	<p>Finding: The SFA does not have a Local Wellness Policy (LWP) in place (7 CFR 210.31).</p> <p>Corrective Action: Using the Local Wellness Policy Builder, create a Wellness Policy. Upload a copy of this to SNACS. Provide a statement that you acknowledge a Triennial Assessment of the Wellness Policy must be completed once every three years by completing the WellSAT. The WellSAT must be made publicly available by posting to the school website, emailed, provided in a newsletter, or other means.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/17/2023 04:36 PM	<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: The Food Service Director is required to have 12 hours of training each school year between July 1 - June 30. Staff working 20 hours or less per week within the school nutrition programs are required to have 4 hours of training, annually. Staff working more than 20 hours per week doing school nutrition related duties are required to complete 6 hours of training annually. 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>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 03/17/2023 05:08 PM	<p>Finding 1: The Food Safety manual did not have a list of Process 1, 2, and 3 foods served within the NSLP. Corrective Action: Create a list of the Process 1, 2, and 3 foods served on the NSLP menu throughout the school year. Reach out to WUSD to see if they have these lists available to you. Add this to your food safety manual and submit a statement this has been completed.</p> <p>Finding 2: The Employee Reporting Agreements were not signed by the food service employees handling the food.</p> <p>Corrective Action: Have the food service employees sign the Employee Reporting Agreements, annually. Keep copies of these on file in the Food Safety manual. Submit a statement that these have been completed for the 22-23 SY.</p>
Site Name	Watertown Catholic: St. Henry	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2023 11:45 AM	<p>Although meals are purchased through a vended meals agreement, it is ultimately each SFA's responsibility to ensure all meal pattern requirements are met. This requirement is outlined under C.2 of the PI-6302 Vended Meals Agreement Template located on the Vended Meals Agreement webpage where the SFA agrees to have a trained SFA representative available at the delivery site to receive, inspect and sign for the requested number of meals. (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/required-template-agreements/vended-meals).</p> <p>Finding: SFA staff responsible for ensuring that reimbursable meals are served require additional training on meal pattern requirements and OVS.</p> <p>Corrective Action Required: Please submit a signed training roster (or professional standards tracking tool) indicating that the following webcasts/self-guided courses found in the DPI Online Learning Library have been completed:</p> <p>Breakfast Meal Pattern (https://media.dpi.wi.gov/school-nutrition/breakfast-meal-pattern/story.html)</p> <p>Lunch Meal Pattern (https://media.dpi.wi.gov/school-nutrition/lunch-meal-pattern/story.html)</p> <p>OVS (https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story.html)</p>
Site Name	Watertown Catholic: St. Henry	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/22/2023 12:37 PM	<p>Quantity Shortage - Menu planner consistently plans: ½ cup of vegetable daily and 1 - 1 ½ cup fruit daily</p> <p>Days that only have prebagged baby carrots - 1.6 oz/45g = ¼ cup</p> <p>Days that have breakfast for lunch, no vegetables are planned.</p> <p>Finding: There was a daily/weekly vegetable shortage for the following days during the week of review:</p> <p>Monday December 5, 2022: ½ cup of baked beans was only planned vegetable. Tuesday December 6, 2022: ½ cup of corn was the only planned vegetable Wednesday December 7, 2022: Baby carrots were the planned vegetable.</p> <p>Without proper documentation, crediting as ¼. Number of portions was 75, and it was crossed off and 10 bags was added.</p>

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		<p>Friday December 9, 2022: ½ cup broccoli was offered and served.</p> <p>Corrective action:</p> <ol style="list-style-type: none"> 1. Submit a well thought out, detailed statement explaining how the production record will be checked each day to ensure, to the best of your ability that the vegetable quantity is being met (St. Henry's). 2. Watertown food service department will complete menu planning work sheets as part of their CA, also for St. Henry's Congregation Catholic School.
Site Name	Watertown Catholic: St. Henry	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/22/2023 12:41 PM</p>	<p>Standardized Recipes for items made on site at St. Henry's - currently production records provided by the supplying school list out each item, some items are combined prior to service and a recipe is required.</p> <p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for the following items.</p> <p>Sandwiches Garden salad</p> <p>Corrective Action:</p> <p>Submit a standardized recipe for the aforementioned . Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p>
Site Name	Watertown Catholic: St. Henry	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/17/2023 01:38 PM</p>	<p>Finding: SFA did not meet on-site monitoring requirements for NSLP or SBP per 7 CFR 210.8.</p> <p>Corrective Action: Complete the on-site monitoring documentation for NSLP for St. Henry's and St. Bernard's for the current school year and upload into SNACS.</p>
Site Name	Watertown Catholic: St. Henry	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/22/2023 02:50 PM</p>	<p>Finding:</p> <p>At lunch service, Temperature Control for Safety (TCS) foods such as milk, were not temperature controlled using a refrigerated cooler, ice packs, or ice.</p>

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Corrective Action: Submit a statement describing how TCS food items (milk, yogurt, cheese sticks, etc.) held outside of temperature control during service will be handled going forward for breakfast and lunch service. Download the [SOP for Monitoring of Temperature Option to the Food Safety Manual](#), edit it to your liking, and add it to your Food Safety Manual. Submit a statement this has been completed.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/14/2023	3219	433	Administrative Review	Watertown Catholic: St. Henry	FSD			
Comments								
						Created By		Created Date
As the school providing meals, Watertown Unified School District, is required to provide St. Henry's Congregation Catholic School with all crediting documentation pertaining to all the foods offered.								3/22/2023 12:54:41 PM
02/14/2023	3218	430	Administrative Review	Watertown Catholic: St. Henry	FSD			
Comments								
						Created By		Created Date
All production record errors will be corrected by the Watertown Unified School District as the providing school, per the joint agreement.								3/22/2023 12:50:31 PM
01/24/2023	3189	207	Administrative Review	ALL	FSD			
Comments								
						Created By		Created Date
When completing Verification, keep copies on file of the pay stubs submitted to verify the application(s) chosen for Verification.								3/17/2023 1:29:03 PM
01/24/2023	3499		Administrative Review		FSD			
Comments								
						Created By		Created Date
The Unpaid Meal Charge Policy in place mentions that students with negative accounts can take a mini meal. It is important to list the specific negative amount that they student account must be before the student is offered a mini meal. Additionally, if the students are allowed to take a mini meal, the number of mini meals served must be kept track of. The parish, another fund, or the student households can pay for the mini meal. However, the full cost of the mini meal must be determined and the price charged must cover all costs incurred (food, labor, etc.).								4/25/2023 1:22:00 PM