

Administrative Review Report

Holy Rosary Catholic School

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.

There were no meal pattern findings during the week of review. Keep up the great work.

Recommendations:

For more in depth technical assistance with program links see the '19-20 Program Reminders' that has been uploaded to the documents tab in SNACS.

For additional questions or information on the USDA Child Nutrition Programs, feel free to contact the school nutrition team or visit the DPI School Nutrition Webpage.

Every summer, the School Nutrition Team (SNT) hosts summer trainings around the state. Due to COVID-19, these trainings will be conducted virtually. There is no charge, registration, or course sign-up required for these trainings. Each course has a video recording. Recorded trainings, resources, and links to join live office hours will be available July 6th. Please see the [SNSDC webpage](https://dpi.wi.gov/school-nutrition/training/snsdc) to learn more (<https://dpi.wi.gov/school-nutrition/training/snsdc>).

Administrative Review Report

Holy Rosary Catholic School

Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	<p>Flagged 06/25/2020 01:36 PM</p>	<p>Finding: The SFA's Unpaid Meal Policy does not contain enough information such as whether the student will receive a meal if the meal account remains negative and collection procedures if the account is not paid. USDA Policy Memorandum SP 46-2016 requires all SFAs have a written and clearly communicated policy that addresses unpaid meal charges. For a snap-shot on what the policy should include, see the Unpaid Meal Charges In A Nutshell on the SNT webpage.</p> <p>Corrective Action: Provide a timeline of when the policy will be revised and how households and staff responsible for enforcement will be notified annually.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	<p>Flagged 06/25/2020 02:02 PM</p>	<p>Finding: Under 7 CFR 15b, SFAs are required to provide information to parents and guardians regarding the special dietary procedures/policy, how to request a meal modification, and their procedural rights. See the Program Reminders uploaded to SNACS for links to more information.</p> <p>Corrective Action: Provide a timeline for when a special dietary meals accommodation procedure/policy will be developed. Also, indicate how families and applicable staff will be informed such as, posting the procedure on the school's webpage.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	

Administrative Review Report

Holy Rosary Catholic School

Corrective Action History	Flagged 06/25/2020 03:20 PM	<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). The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:</p> <ol style="list-style-type: none"> 1. The summer meals locator on the DPI Summer Meals webpage. 2. Call 211 to locate meals in the area. 3. Text 'food' to 877 -877 to locate meals in the area. <p>Corrective Action: Provide a statement describing how household's will be informed of the availability of SFSP each school year such as including the above information in an end of year newsletter and/or the school's webpage.</p>
Site Name	Holy Rosary Grade Sch	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 07/16/2020 03:27 PM	<p>Finding: Unless comingled with K-8 students, Pre-K students cannot select flavored milk. Only unflavored skim and 1% milk is allowed for Pre-K students.</p> <p>Corrective Action: Submit a written plan outlining what will be done to ensure Pre-K students only have access to allowable milk types.</p>
Site Name	Holy Rosary Grade Sch	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 07/16/2020 03:28 PM	<p>Finding: Pre-K students cannot follow the K-8 meal pattern with OVS unless they are comingled with students in grades K-8. Pre-K students must be served 1 of 3 possible ways:</p> <ul style="list-style-type: none"> •Comingled, with students in kindergarten or older •Served the 5 full components at each meal, following the CACFP Pre-K and Infant Meal Pattern •Offered the 5 components Family Style at each meal, following the CACFP Pre-K and Infant Meal Pattern.

Administrative Review Report

Holy Rosary Catholic School

		Corrective Action: Submit a written plan outlining what will be done to serve compliant meals to Pre-K students. See "Technical Assistance" for further information.
Site Name	Holy Rosary Grade Sch	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1107	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 07/09/2020 12:45 PM	<p>Finding: Occasionally second entrees are offered for free. When students are not charged an a la carte price for second servings, the calories, saturated fat, and sodium of these portions must be included in the dietary specifications. If students are still hungry, second servings may be sold a la carte.</p> <p>Corrective Action needed: Submit a written statement agreeing to discontinue offering second servings (with the exception of fruits and vegetables) free of charge to students.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
07/17/2020	2170	500	Administrative Review	Holy Rosary Grade Sch				
Comments								
						Created By		Created Date
OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ovs).								7/17/2020 11:16:37 AM
07/16/2020	2169	406	Administrative Review	Holy Rosary Grade Sch				
Comments								
						Created By		Created Date
<p>The updated Child and Adult Care Food Program (CACFP) meal pattern was implemented on October 1, 2017, replacing the previous meal pattern options for SFAs serving infants and children aged 1-5 and not yet in kindergarten. Meals served under the updated CACFP meal pattern include a greater variety of vegetables and fruits, more whole grains, and less added sugar. More information regarding the updated CACFP meal pattern is available on the Infants and Preschool in NSLP and SBP webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool). Please review the following resources:</p> <ul style="list-style-type: none"> • Meal pattern (https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_childmealpattern.pdf) • Milk (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_milk_component.pdf) 								7/16/2020 3:29:21 PM

Administrative Review Report

Holy Rosary Catholic School

<ul style="list-style-type: none"> • Meat/meat alternate (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_mma_component_handout.pdf) • Yogurt (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/yogurt_in_cacfp.pdf) • Fruit and vegetables (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_fv_component_handout.pdf) • Grains (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_grain_component_handout.pdf) • Grain based desserts (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/grain_based_dessert_handout.pdf) • Cereal (https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_cereals_meet_sugar_calc.pdf) 								
06/25/2020	2135	1005	Administrative Review	ALL	Person responsible for the Local Wellness Policy			
Comments						Created By	Created Date	
<p>SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)). The SFA's first triennial assessment must be completed by June 30, 2020. If the SFA's wellness committee cannot complete the Triennial Assessment by June 30, 2020 because of school closures due to COVID-19, the SFA must apply for a waiver to extend the deadline to June 30, 2021. See Program Reminders uploaded into SNACS for links to more information.</p>							6/25/2020 2:50:26 PM	
06/25/2020	2134	803	Administrative Review	ALL	Person responsible for civil rights complaints			
Comments						Created By	Created Date	
<p>SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs.</p> <ul style="list-style-type: none"> • It is recommended SFAs use the Template Civil Rights Complaint Procedures to create written procedures. • An SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. • If a complaint of discrimination is received at your district, the following procedures should be followed: 							6/25/2020 2:38:12 PM	

Administrative Review Report

Holy Rosary Catholic School

<p>1. Document the complaint using the USDA Program Discrimination Complaint Form (Espanol).</p> <p>2. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 Fax: (608) 267-0363 Email: jessica.sharkus@dpi.wi.gov</p> <p>3. Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know.</p>									
06/25/2020	2133	1217	Administrative Review	ALL	Marilyn Plos				
Comments									
					Created By	Created Date			
<p>The food service director (FSD) listed on the school nutrition contract is required to complete 12 hours of annual training. The SFA's training tracker for the FSD states 10 hours of annual training is required. Please change the tracker to list 12 hours of training required for the FSD. The FSD did complete 13.5 hours of training so there is no finding.</p>						6/25/2020 2:33:56 PM			