

Administrative Review Report

Divine Destiny School, Inc.

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.

Recommendations:

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 at no charge (**this year all courses will be online**). Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI 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 nutrition, program administration and operations, and communications and marketing. For more information go to the Wisconsin DPI School Nutrition Training webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

Findings and Corrective Action:

Form Name	Local School Wellness (1000 - 1006)
Question #	1000
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content on the checklist located at https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf (7 CFR 210.31).</p> <p>CA: Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Missing grain component at breakfast on Tuesday, February 4th of the week of review. The breakfast meal pattern requires that at least 1 oz eq grain be offered every day. Corrective action: Once school is back in session submit one week of completed production records for breakfast showing that at least 1 oz eq grain is offered every day and that the rest of the meal pattern is met.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410

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TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	Finding: Incorrect crediting for chicken and gravy recipe. There is only 1.5 oz eq meat/meat alternate per serving not 2 oz eq meat/meat alternate. Corrective Action: Update recipe crediting and submit recipe.

Technical Assistance Entries:

Comments

Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this "In A Nutshell- Training" document. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.). ? SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool.

Comments

An assessment of the Local Wellness Policy (LWP) must be conducted once every three years, with the first assessment completed no later than June 30, 2020. On April 23, 2020, the USDA issued a nationwide waiver to support schools unable to complete a triennial assessment of the local school wellness policies by June 30, 2020, due to closures as a result of COVID-19. The new first triennial assessment deadline is June 30, 2021 for those School Food Authorities (SFAs) opting to use this waiver, with the second triennial assessment due by June 30, 2024. SFAs were required to notify the Wisconsin Department of Public Instruction by June 30, 2020 of their intent to extend this deadline by completing the waiver form. The LWP Assessment includes: a report that describes the extent to which schools comply with the LWP; the progress made toward attaining the goals of the LWP; and the extent to which the LWP compares to a model policy. To meet this requirement, the School Nutrition Team requires SFAs to use: 1) The LWP Report Card to assess the extent to which schools comply with the LWP and progress made in attaining the goals of the LWP. 2) The WellSAT tool to assess how the policy compares to a model policy. These tools are located on the Local Wellness Policy webpage. Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31).

Comments

Local Wellness Policy must include:

- Nutrition education (Recommended goals related to nutrition education include integrating into other core subjects or offering as a stand-alone course for all grade levels.)
- Nutrition promotion (At a minimum SFAs must review smarter lunchroom tools and strategies. Additional promotional activities include contests, surveys, food demonstrations, taste testing, and farm to school programming.)
- Physical activity (Recommended that SFAs offer time for students to meet the 60 minute goal, this could include recess, classroom physical activity breaks, and opportunities for physical activity before and after school.)
- Guidelines for all foods and beverages sold on the school campus during the school day (The LWP must contain guidelines for Federal school meal requirements and competitive food standards [Smart Snacks]).
- Guidelines for all foods and beverages provided on the school campus during the school day (SFAs must develop standards for foods provided to students, this includes classroom parties, schools celebrations, food offered as rewards/incentives.)
- Guidelines for food and beverage marketing (At a minimum, SFAs must restrict marketing to food and beverages that meet competitive food standards on the school campus during the school day.)
- Public involvement and committee leadership (SFAs must invite and allow for a diverse group of stakeholders to participate in the development, implantation, review, and updating of the LWP. SFAs must also identify the official responsible for oversight of the LWP to ensure school compliance.)
- Implementation, assessment and update of policy (At a minimum, SFAs must notify the public about the content, implementation of, and updates to the LWP. SFAs must complete a triennial assessment to evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP).

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Comments

Buy American Provision

The vendor maintains a running list of all the food products that are non-domestic. As a reminder, please ensure the name of the school is listed at the top of the document. Refer to the Buy American in a Nutshell summary page for more information. This can be found on the Buy American webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Comments

Standardized Recipes

Chicken and Gravy Crediting says 2 oz eq meat/meat alternate but reviewer calculated 1.5 oz eq meat/meat alternate per serving. This did not create a daily or weekly meat/meat alternate shortage. Be sure to update the recipe with the correct crediting.

10lbs chicken in the recipe = 160 oz total in recipe. Per crediting for chicken: 2.75 oz = 2 oz eq m/ma.
Cross multiply:

$$\begin{array}{rcl} \underline{2.75 \text{ oz}} & = & \underline{2 \text{ oz eq m/ma}} \\ 160 \text{ oz chix in} & & 116.3636 \text{ oz eq} \\ \text{recipe} & & \text{m/ma total} \end{array}$$

116.3636 oz eq m/ma in the recipe \div 75 servings = 1.5 oz eq m/ma per serving.

Comments

Fiscal action is required for a missing component. Therefore, fiscal action will be assessed for the 92 meals served on Tuesday, February 4th.

Comments

Breakfast Week of Review

No grain was offered on Tuesday of the week of review. The breakfast menu contained cheesy omelets (2 oz eq meat/meat alternate), ½ cup strawberries and ½ cup juice. According to the breakfast meal pattern, meat/meat alternates cannot be counted towards the grain component unless a true grain is offered in at least a 1 oz eq serving size. No grains were menued for this day so this is considered a missing component.