

USDA Child Nutrition Programs
Commendations, Corrective Actions & Technical Assistance

School Food Authority: Word of Life Lutheran

Agency Code: 402649

School(s) Reviewed: Word of Life Lutheran School

Review Date(s): January 15, 2019

Review Team: TCB Reviewer

Date of Exit Conference: 1/15/19

Corrective Actions Due Date: 4/1/19

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.

General Program Reminders/Updates:

- 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 including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, 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](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 nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.USDA.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Word of Life Lutheran for the courtesies extended to us 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.

The TCB review team appreciates the eagerness of the staff at Word of Life Lutheran for their willingness to make changes to meet school nutrition program regulations. The staff is concerned for the nutritional well-being of their students as evidenced through food safety, menu, service, local wellness, and overall responsiveness to recommendations made while on site. We were impressed at the overall cleanliness of the kitchen and the courteousness of staff toward students.

The TCB review team is confident that Word of Life Lutheran will continue to improve their knowledge and operation of child nutrition programs.

Commendations

Commendation #1: *Training involved all necessary personnel, including principal and teachers, with regard to Breakfast in the Classroom and Lunchroom meal supervision.*

Commendation #2: *The reviewer observed documentation that was readily available, and well organized.*

Commendation #3: *The district took the time to update their training tracker form prior to the on-site.*

Required Corrective Actions

Please review and reply to this Corrective Action Plan to identify procedures and/or documents needed to correct these issues.

Sections (400-600): Meal Pattern and Nutrition Quality (Critical Area-Performance Standard 2):

SERIES 400: MEAL COMPONENTS AND QUANTITIES:

- **Finding #1:** *Because preschool students served at breakfast are not co-mingled, the meal pattern offered and served must meet the age-appropriate preschool meal pattern.*

Required Corrective Action #1: *Submit a written statement describing changes to be made to the menu in order to meet the Preschool meal pattern at breakfast; include one week of completed production records for Preschool students, showing they are offered and served the CACFP meal pattern appropriate to their age.*

SERIES 500: OFFER VERSUS SERVE:

- **Finding #2:** *Because preschool students served at breakfast are not co-mingled, the meal service type used cannot be OVS, it must be "serve".*

Required Corrective Action #2: *Submit a written statement describing how preschool students will be served going forward, with all components of the meal provided to each student.*

Sections (800-1600): General Program Compliance (General Areas):

SERIES 1000: LOCAL SCHOOL WELLNESS POLICY AND SCHOOL MEAL ENVIRONMENT:

- **Finding #3:** *Current LWP does not include all of the required content. The policy does not address: Guidelines for food and beverage marketing, public notification about the content, and implementation of and updates to the Local Wellness Policy.*

Required Corrective Action #3: *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.*

Recommended Technical Assistance

Please review the following Technical Assistance; a response is not required. Internally, identify procedures and/or documents needed to work toward continuous improvement of the program.

Technical Assistance #1: *The SFA must permit parents, students, physical education teachers, school health professionals, school administrators, school board members, and the general public to be involved in the development, implementation, periodic review and update of the LWP. The SFA must retain documentation on stakeholders who participated in the review and update of the LWP (7 CFR 210.31).*

Technical Assistance #2: *SFAs are required to actively seek members for the wellness committee that represent a diverse group and to the extent possible, allow them to participate. SFAs must document stakeholders invited to participate in the committee and their relationship to the SFA. SFAs are encouraged to notify key stakeholders through various methods of communication (7 CFR 210.31).*

Technical Assistance #3: *The SFA is required to inform and update the public about the assessment of the implementation of the LWP. The first assessment should be completed within three years of your SFA's policy being updated but no later than June 30, 2020 to be in compliance with this rule. Following the assessment SFAs are required to retain a copy of the assessment and documentation regarding the public notification (7 CFR 210.31).*

Technical Assistance #4: *The tracking of training is sufficient, but on-site reviewer recommends adding the hire date in the tracker, rather than tracking this as a separate document.*

The State Superintendent of Wisconsin Department of Public Instruction shares a vision that every student will graduate prepared for college and career. His goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure student success.

For more information on this initiative, please visit the Wisconsin DPI Every Child a Graduate webpage (dpi.wi.gov/statesupt/agenda-2017).

