

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

SFA Name: St. Francis School District 405026

Administrative Review Conducted on: 1/26-67/2017

Sites Selected for Review: St. Francis High School
Deer Creek Intermediate School

Date Corrective Action Plan was provided to SFA: 2/17/2017

Due Date for Corrective Action Plan: 3/17/2017

The following pages address the findings that were identified during your Administrative Review.
For each finding you will be presented with the following:

The finding, and details specific to the SFA regarding the finding	A summary of the regulation / requirement
The Code of Federal Regulations citation number or alternate resource citation	Suggested guidance for the SFA in order to achieve compliance
	SFA area for reply to state how, when and by whom corrections will be made

Commendations & Suggestions

Outstanding job meeting all of the requirements for breakfast and lunch. All daily and weekly meal component and food quantity requirements were met.

All review documentation was organized and easy to review. The eligibility documentation reviewed was approved correctly. Well done!

Meal service at the High School ran smoothly. It was great to see batch cooking in between the three meal service times, so that the food was fresh and appealing for all the students.

Thank you for making the necessary change for breakfast prior to meal service. The students seemed happy to take everything offered.

Other areas of Technical Assistance (NOT requiring Corrective Action)

Resource Management - The SFA submitted the incorrect adult meal lunch price in the DPI online application for SY 15-16. Last year the SFA actually charged \$3.25, but the adult lunch price is listed as \$3.50. In the future, the SFA should ensure they submit accurate pricing information to DPI on their annual applications.

Professional Standards - TA provided regarding the Professional Standard requirements for the SFA and FSMC employees. Recommend reviewing the DPI website: <https://dpi.wi.gov/school-nutrition/professional-standards>

Finding #1

Resource Management Comprehensive Review – NonProgram Foods

Technical Assistance Provided

The SFA has not determined compliance with nonprogram food revenue requirements. The

Regulation / Citation and Summary

7 CFR 210.14 (f) Revenue from non-program foods. Beginning July 1, 2011, school food authorities shall ensure that the revenue generated from the sale of non-program foods complies with the requirements in this paragraph.

(1) Definition of non-program foods. For the purposes of this paragraph, non-program foods are those foods and beverages; (i) Sold in a participating school other than reimbursable meals and meal

SFA Suggested Guidance for Compliance

As the corrective action response, please explain the process that will be put into place to ensure

SFA Response

Finding #2
The SFA must use the current civil rights statement on all Program materials. The SFA is not using
Technical Assistance Provided
During the review the requirement for the most current civil rights statement to appear on all
Regulation / Citation and Summary
FNS Instruction 113-1 IX A 3 Nondiscrimination Statement. All information materials and sources, including Web sites, used by FNS, State agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of the program information Web site. At the
SFA Suggested Guidance for Compliance
To come into compliance with civil rights requirements, the SFA must submit written assurance that
SFA Response

Finding #3
The SFA is attempting to resolve complaints alleging discrimination within the FNS School Meal
Technical Assistance Provided
During the review the process for receiving and processing complaints alleging discrimination was
Regulation / Citation and Summary
FNS Instruction 113-1 Section XV All complaints, written or verbal, must be forwarded to the appropriate Regional or FNS OCR Director, unless an approved State complaint procedure is in place. Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information.

SFA Suggested Guidance for Compliance
To come into compliance with civil rights requirements, the SFA must develop a procedure that will
SFA Response

Finding #4
Signage is not posted near or at the beginning of the serving line identifying what constitutes a
Technical Assistance Provided
During the review, the importance of signage was discussed with the SFA. The SFA must ensure that
Regulation / Citation and Summary
220.8(a)(2) Unit pricing. Schools must price each meal as a unit. The price of a reimbursable lunch does not change if the student does not take a food item or requests smaller portions. Schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s).
SFA Suggested Guidance for Compliance
To come into compliance with the meal signage requirements the SFA must state that the proper
SFA Response

Finding #5
Offer versus Serve is not being implemented correctly. Prior to breakfast service the site did not
Technical Assistance Provided
Requirements under Offer v. Serve include that the SFA must offer three meal components for
Regulation / Citation and Summary
220.8 (e) Offer versus serve. School breakfast must offer daily at least the three food components required in the meal pattern. To exercise the offer versus serve option at breakfast, a school food authority or school must offer a minimum of four food items daily as part of the required components. Under offer versus serve, students are allowed to decline one of the four food items, provided that students select at least 1/2 cup of the fruit component for a reimbursable meal. If only
SFA Suggested Guidance for Compliance
To come into compliance with the requirements of Offer vs. Serve, the SFA must submit a written
SFA Response

Finding #6
The SFA is selling items that do not meet the Smart Snacks nutrition standards for foods during the
Technical Assistance Provided
During the review, Smart Snacks nutrition standards were discussed with the SFA. The SFA must
Regulation / Citation and Summary
Smart Snacks interim final rule: Effective July 1, 2016 snack items and side dishes sold a la carte

must be: ≤ 200 mg sodium per item as served, including any added accompaniments. Also, effective July 1, 2016 foods may not qualify using the 10% Daily Value (DV) criteria

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for Smart Snacks, the SFA must provide written

SFA Response

Finding #7
The SFA is not tracking professional standard training hours.
Technical Assistance Provided
During the on-site review, training requirements were discussed with the SFA. To be in compliance,
Regulation / Citation and Summary
210.30(g) School food authority oversight. Each school year, the school food authority director must document compliance with the requirements of this section for all staff with responsibility for school nutrition programs, including directors, managers, and staff. Documentation must be adequate to establish, to the State's satisfaction during administrative reviews, that employees are meeting the
SFA Suggested Guidance for Compliance
To come into compliance with the requirements for Professional Standards, the SFA must provide
SFA Response

