

Administrative Review Report

Atonement Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/03/2019	01/03/2020
On-Site Review	01/15/2020	01/15/2020
Site Selection Worksheet	12/03/2019	12/03/2019
Entrance Conference	01/15/2020	01/15/2020
Exit Conference	01/16/2020	01/16/2020

Commendations:

Thank you to Atonement Lutheran School for participating in the Fresh Fruit and Vegetable Program (FFVP). A special thanks to the FFVP Coordinator for providing documentation and answering questions for the claim validation. The claim validation did not result in any findings. Excellent work!

From the Nutrition Program Consultant (NPC):

Thank you to staff and school nutrition professionals at Atonement Lutheran School for the courtesies extended to the review team during the on-site portion of the review. Thank you for the time and attention given to the off-site questionnaire and documents. Also for pulling records for the review team while on site. The review team is confident that Atonement Lutheran School will continue to operate and improve its school meals programs.

From the Public Health Nutritionist (PHN):

Thank you to all staff at Atonement Lutheran School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director and MCFI for sending documentation ahead of the onsite visit in a timely manner; this greatly expedited the AR. Atonement Lutheran had a perfect week of review for breakfast and lunch and all grains served were whole grain rich (WGR). Thank you for serving healthy, nutritious meals to the students of Atonement Lutheran School!

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Findings and Corrective Action:

Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	129
Corrective Action History	<p>Finding: The SFA is currently using Free and Reduced Income Applications to collect socioeconomic data from students in CEP schools. This is the incorrect application for CEP SFA-wide schools.</p> <p>Corrective Action: Please submit a statement of understanding that the Alternate Household Income Application is to be used going forward (dpi.wi.gov/school-nutrition/special-provision-options/community-eligibility-provision).</p>
Site Name	
Form Name	Civil Rights (809 - 810)
Question #	810
Corrective Action History	<p>Finding: The USDA Non-discrimination Statement is not used on a some communications with households. This statement – whether it is the full-length or shortened version – must be included on all resources, communications, and other items provided to the public that has information regarding the USDA Child Nutrition Programs.</p> <p>Corrective Action: Please submit a statement of understanding along with the correct USDA Non-discrimination Statement that will be used on communications going forward (please see <i>Resources</i>).</p>
Site Name	
Form Name	Local School Wellness (1007)
Question #	1007
Corrective Action History	<p>Finding: The Local Wellness Policy (LWP) does not include language regarding the triennial assessment, nor does it include the non-discrimination statement (please see <i>Resources</i> for the LWP checklist).</p> <p>Corrective Action: Please submit a draft LWP with these changes into SNACS.</p>
Site Name	
Form Name	Professional Standards (1210 - 1219)
Question #	1217
Corrective Action History	<p>Finding: Professional Standard trainings are not tracked. Adequate trainings have been completed for all staff thus far in the school year. There is an understanding of training hour requirements and all certificates of completion are maintained by staff.</p> <p>Corrective Action: Please submit the tracker the SFA plans to use going forward into SNACS. We recommend the DPI tracking tool, but any tracking tool is acceptable so long as it contains all required elements (please see <i>Resources</i> for the tracker and its required elements).</p>
Site Name	
Form Name	Food Safety & Buy American (1400 - 1403)

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Question #	1400
Corrective Action History	<p>Finding: A Standard Operating Procedure (SOP) is needed for the small refrigerators in classrooms. These refrigerators are only used for school food service and are routinely sanitized and have individual thermometers that are monitored.</p> <p>Corrective Action: Please submit a draft SOP that will later on be approved by your local sanitarian into SNACS.</p>
Site Name	Atonement Lutheran School
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	406
Corrective Action History	<p>Finding: The pre-K students were being served the K-8 meal pattern, but were not being served at the same time and in the same place as the older students. Children who are not yet in kindergarten must be served the pre-K meal pattern if not co-mingled with other grade groups at meals.</p> <p>Corrective Action: Submit a statement describing the specific changes made to meal service in order to serve the pre-K students the age-appropriate meal pattern. Corrective action submitted in SNACS. No further action required.</p>
Site Name	Atonement Lutheran School
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Corrective Action History	<p>Finding: Production records in use lack required information. The planned number of servings per menu item and a serving size for the milk are not included on breakfast or lunch production records.</p> <p>Corrective Action: Submit an updated template of a breakfast production record and submit an updated template of a lunch production record into the documents tab that include the required information specified above. Corrective action submitted in SNACS. No further action required.</p>
Site Name	Atonement Lutheran School
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410
Corrective Action History	<p>Finding: Milk usage was not recorded on breakfast production records during the week of review. The Food Service Director supplied invoices showing a variety of milk was purchased during the week of November 4-8, 2019. Therefore, this will not be viewed as a missing component.</p> <p>Corrective Action: Submit a statement of understanding that milk usage must be recorded at breakfast by type. Please also upload into the documents tab a week of completed breakfast production records showing milk usage at breakfast is recorded. This week must occur after the conclusion of this Administrative Review (AR), but before the corrective action due date. Corrective action submitted in SNACS. No further action required.</p>
Site Name	
Form Name	Civil Rights (811-812)

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Question #	812
Corrective Action History	<p>Finding: Summer meals outreach is currently not provided to households.</p> <p>Corrective Action: Please submit a draft letter/poster that will be sent to households prior to the end of the academic school year (please see <i>Resources</i>).</p>

Technical Assistance:

Verification

- Reminder that the Verification Collection Report is to be completed by February 1, 2020.

And Justice For All poster

- Must be where meals are served. This includes classrooms; be sure to update the outdated ones in the classrooms.

Local Wellness Policy

- A triennial assessment is required by June 30, 2020. Reference the [WellSAT](#) to assess compliance with LWP requirements (www.wellsat.org/default.aspx).

Outreach

- Outreach for the School Breakfast Program must happen prior to the beginning of the school year.
- All SFAs operating NSLP are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all SFAs regardless of whether or not SFSP is offered by the SFA itself. Acceptable outreach activities may include developing and distributing printed and electronic materials that provide information on the availability and location of summer meals to families of school children prior to the end of the school year. SFAs may distribute information through means normally used to communicate with households of enrolled children. For example, a link to the SFSP site map could be included in a spring parent newsletter. Additional information can be found on the [Administrative Review webpage](#) and the SFSP [Find a Summer Meals Site webpage](http://dpi.wi.gov/school-nutrition/administrativereview) (dpi.wi.gov/school-nutrition/administrativereview; dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site).

Food Safety

- The most recent inspection report must be posted in a publicly visible location.
- Ensure the refrigerators are only for food service use. No personal items allowable.
- Ensure there is proper rotation of the milks to ensure the same milks is not sitting in the fridge for too long.

Fresh Fruit and Vegetable Program

- It is allowable for teachers to also consume a single snack each day with the students' snack to model healthy eating behaviors.

Vegetable Subgroups

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- Although extra red/orange vegetables may be used toward the other vegetable subgroup, the other vegetable subgroup category does contain a variety of vegetables with important nutrients. During the week of review, there were no vegetables from the other vegetable subgroup. Instead, extra carrots from the red/orange subgroup were used to cover it. Consider adding vegetables from the other vegetable subgroup to the weekly menu to expose students to different vegetables.

Production Records

- Ensure the number of meals served at breakfast are recorded daily on production records. For a review of required information, visit the [production records requirements](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf>).

Infant and Pre-K Meal Pattern

- Pre-K students are allowed to be served the K-8 meal pattern when they are served at the same time and in the same place as the other grade groups, under the co-mingling flexibility. This flexibility may be used in situations in which it would be a challenge for staff to determine during meal service if a child is in pre-K or older. It may also be used when it would be difficult to provide each age group the proper foods and portion sizes according to the grade-appropriate meal patterns.
- The infant and pre-K meal patterns require cereal to contain no more than 6 grams of total sugars per dry ounce. This requirement will help reduce children's consumption of added sugars. The Cocoa Puffs are over in sugar. For more information, please refer to the [Infants and Preschool in NSLP and SBP webpage](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool) (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool>).
- Offer Versus Serve (OVS) is not an appropriate service style for pre-K students who are not co-mingled. It may interfere with the nutrition goals of the pre-K meal pattern, as well as the goal of introducing new foods to children while they are still developing food preferences. Instead, pre-K students should be served all the required components in at least the minimum amounts at each meal or the SFA may implement family style meal service.

Resources:

- [USDA Non-discrimination Statement](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#nds) (dpi.wi.gov/school-nutrition/program-requirements/civil-rights#nds)
- [LWP Checklist](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf) (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf)
- DPI Professional Standards Training Tracker and its required elements are located on the [Professional Standards webpage](https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards) (dpi.wi.gov/school-nutrition/program-requirements/professional-standards).
- Regularly check out the [DPI SNT Training webpage](https://dpi.wi.gov/school-nutrition/training) for webcasts and upcoming trainings (dpi.wi.gov/school-nutrition/training).
- The [Calendar of Requirements](https://dpi.wi.gov/school-nutrition/program-requirements/calendar-of-program-requirements) contains all items for SFAs to complete throughout the school year and summer months (dpi.wi.gov/school-nutrition/program-requirements/calendar-of-program-requirements).