

# WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

SFA Name: Mt. Calvary Evangelical Lutheran School 407200  
 Administrative Review Conducted on: 2/17/2017  
 Sites Selected for Review: Mt. Calvary Evangelical Lutheran School 407200

**Date Corrective Action Plan was provided to SFA:** 3/17/2017

**Due Date for Corrective Action Plan:** 4/14/2017

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 lunch. All daily and weekly meal component and food quantity requirements were met for the week of menu review.
The FSD should be commended for being the single person running and operating the program. This is an awesome task to undertake. Congratulations for keeping it all running smoothly.
The kitchen was very clean and organized.
The FSD was very professional and cooperative and initiated some of the corrections on the same day of the review.
It was obvious that the non-food service personnel were well trained and very attentive to what the students carried away from the line (all components including milk).
The dining area contained colorful art work by the students and provided a healthy social atmosphere conducive to students eating well.
With few exceptions records were complete and included the required documentation. Suggestions were accepted well with plans for implementation.
There is a strong effort to follow all USDA and WI rules and regulations.

It is important to thoroughly read instructions and memos as it relates to rules and regulations in the child nutrition programs. Each regulation and policy has a purpose and must be followed.

Records should be kept in separate folders clearly labeled by subject area or topic (i.e., all verification documents from start to finish should be in one folder labeled "Verification").

**Please provide a detailed response to each finding in the spaces provided.**

<b>Finding #1</b>
<p>The SFA has claimed meals in error based on inaccurate counting and/or claiming procedures. The counts by category were not correctly used in the claim for reimbursement. There was an overclaim of 2 meals for lunch in the paid category due to seconds being counted as reimbursable meals.</p>
<b>Technical Assistance Provided</b>
<p>During the review, counting and claiming were discussed with the SFA. The SFA has claimed meals in error based on inaccurate counting and/or claiming procedures. The counts by category were not correctly used in the claim for reimbursement. To be in compliance, the SFA must ensure that meal counts are being recorded accurately and that claims are being filed correctly. Proper counting and claiming procedures were reviewed with the SFA, no second or additional meals may be counted for reimbursement. The SFA acknowledged the finding and will implement needed changes immediately.</p>
<b>Regulation / Citation and Summary</b>
<p>210.7(c) Reimbursement limitations. To be entitled to reimbursement under this part, each school food authority shall ensure that Claims for Reimbursement are limited to the number of free, reduced price and paid lunches that are served to children eligible for free, reduced price and paid lunches respectively, for each day of operation.</p>
<b>SFA Suggested Guidance for Compliance</b>
<p>To come into compliance with the requirements for counting and claiming, the SFA must provide the State Agency with an assurance that the appropriate staff understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency. The plan must include: an indication that the SFA has corrected inaccurate counting and/or claiming procedures, a description of the new process that has been implemented, a description of the training that was provided to staff to inform them of the new process, the date the training was completed and the name and title of the SFA representative that will ensure compliance moving forward. Additionally, SFA staff will need to complete the Meal Counting and Claiming training found in the School Nutrition Toolbox at <a href="http://www.schoolnutritiontoolbox.org/snt-v3/index.php">http://www.schoolnutritiontoolbox.org/snt-v3/index.php</a>.</p>
<b>SFA Response</b>

