

Administrative Review Report

Siloah Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/01/2022	03/01/2023
On-Site Review	02/27/2023	02/28/2023
Site Selection Worksheet	02/27/2023	02/28/2023
Entrance Conference	02/27/2023	02/27/2023
Exit Conference	02/28/2023	02/28/2023

Commendations:

We would like to thank Siloah Lutheran school for welcoming us to their school for an Administrative Review of the meal programs. Everyone was so kind and had very friendly faces. The FSD is doing a great job in following all the USDA regulations. All documentation was organized in order, and ready for us to view. This being her first year running the program, she is on top of it all! Her employee also does a wonderful job serving the students with a smile and caring nature that is appreciated by all. They were receptive to our comments, and suggestions. The principal was also very kind and receptive to us, and we had discussion on the completion of the review. The school is doing a wonderful job with the meal programs, and always striving to do better with any changes or new ideas recommended. We were proud to do a review here, as the staff was friendly and helpful, and the students were very well behaved and respectful. Keep up the great work, and please let the rest of the staff and school board know how well your review went! Thank-you

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 02/28/2023 02:36 PM	Finding: The FSD was not aware of having to charge for milk if a student brings cold lunch. It was explained to her the requirement from USDA to charge for single milk if a student is not taking the complete reimbursable meal in which the milk is included as a component of the meal. Corrective Action Needed: Using the SFAs current Nonprogram Foods Revenue Tool, modify the nonprogram food prices until the tool shows the ratio is in compliance. Upload a copy of the updated Nonprogram Foods Revenue tool into SNACS. CA 2: Submit a statement of understanding that the Nonprogram Foods Revenue Tool is required to be run annually and utilized to set nonprogram food pricing to ensure compliance with this requirement. The prices adjusted in the updated tool should be used to set prices in the following school year.
	CAP Submitted 03/28/2023 10:46 PM	We will no longer be offering milk to those students who bring a cold lunch. Beginning this summer, when we have our parent orientation/registration days, we will communicate with parents that if their child brings a cold lunch from home, they must also supply their own beverage. I have also filled out the non-program food revenue tool to reflect what the cost would be in the future if we decided to offer milk.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 03/27/2023 10:05 AM	Finding: Siloah Lutheran school is sending out the Public Release, however it is not uploaded into SNACS. Corrective Action: Please upload a copy of your Public Release into SNACS, and also submit a statement saying the name of the three organizations this was distributed to.
	CAP Submitted 03/28/2023 10:13 PM	Siloah's public release was distributed to Siloah Lutheran Church, Atkinson Library, and Milwaukee Courier Newspaper. The Public Release is now uploaded into SNACS.
Site Name	Siloah Lutheran School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	436	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged 02/28/2023 09:03 AM	Finding : The weekly minimum requirement for other vegetables was not met for K-8 grades during the review period. During the week of review, zero servings of other vegetables were offered. The weekly minimum requirement of other vegetables for K-8 grade is 1/2 cup. Corrective Action : Describe specifically how the weekly minimum requirement for other vegetables will be met for lunch during the review week period.
	CAP Removed 02/28/2023 12:54 PM	CAP Removed
Site Name	Siloah Lutheran School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	

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Question #	437	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 02/27/2023 02:37 PM	Finding : The weekly minimum requirement for dark green vegetables was not met for K-8 grades during the review period. During the week of review, romaine lettuce was planned on the menu however ranchero beans was substituted which resulted in zero servings of dark green vegetables being offered. The weekly minimum requirement of dark green vegetables for K-8 grade is ½ cup. Corrective Action : Describe specifically how the weekly minimum requirement for dark green vegetables will be met for lunch during the review period week.
	CAP Submitted 03/28/2023 10:15 PM	Menus are planned and published in advance. Production kitchens will get final approval from MCFI staff Dietitians for compliance with weekly requirements for vegetable subgroups before making substitutions. Additionally, menu changes will be sent to sites as far in advance as possible when menu changes are required.
	CAP Accepted 03/29/2023 01:15 PM	CAP Accepted
Site Name	Siloah Lutheran School	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 02/28/2023 09:21 AM	Finding : Although no non-reimbursable meals were observed during the days of onsite review, many students were made to take more than what they needed at lunch due to the meals being pre-plated and the only portion of the meal being treated as offer vs. serve was 1/4 cup of vegetable. The lunch Offer versus Serve (OVS) requirements are not fully understood by staff on the serving line. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning). The Meal Pattern e-learning resources may also be helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description). Corrective Action : Have staff responsible for determining reimbursable meals attend a training on Offer vs. Serve. Please submit details regarding when and where the training was held, who attended, and how the training was conducted. If determining that the school will become a straight-serve site at lunch time, please indicate that in your response and update the contract as necessary.
	CAP Submitted 03/28/2023 04:12 PM	After discussing with the principal, we are choosing to become a straight-serve site for lunch. We have updated our contract to reflect that.
	CAP Accepted 03/29/2023 01:14 PM	CAP Accepted

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/27/2023	3017	317	Administrative Review	Siloah Lutheran School	FSD			
Comments						Created By		Created Date
It is recommended that the printed menu list the name of the school rather than the meal vendor provider name on it.								2/28/2023 2:10:45 PM
02/27/2023	3016	431	Administrative Review	Siloah Lutheran School	FSD			

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Comments						Created By	Created Date
Production record portion sizes are written for two different portion sizes, either small or large. However it is recommended that the portion size is individualized for each school and written as the portion size that should be offered to the student. If this cannot be done then it is suggested the portion size language is changed to small and regular since the regular portion size is the minimum requirement of the vegetable component that is allowed to be served daily.							2/28/2023 2:05:39 PM
02/27/2023	3015	101	Administrative Review	Siloah Lutheran School	FSD		
Comments						Created By	Created Date
Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning and reducing food waste. Substituted menu items did not always have a portion size listed with the menu item.							2/28/2023 2:00:32 PM
02/27/2023	3010	437	Administrative Review	Siloah Lutheran School	FSD		
Comments						Created By	Created Date
There were two weeks on the printed menu in which the vegetable sub category- other vegetables- were not on the menu. This was the week of January 30-February 3, 2023 and February 6-February 10, 2023. It is required that all five sub-categories of vegetables (dark green, red/orange, legumes, starchy and other) are offered weekly. Coupled with the two findings in the week of review, missing both dark green vegetables and other vegetables, if this is a repeated finding in a future administrative review it could lead to fiscal action.							2/28/2023 9:35:56 AM