

Administrative Review Report

St. Gregory Great School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/15/2022	02/13/2023
On-Site Review	12/16/2022	12/16/2022
Site Selection Worksheet	12/15/2022	12/16/2022
Entrance Conference	02/27/2023	02/27/2023
Exit Conference	02/27/2023	02/27/2023

Our sincere thanks to the administration and school nutrition staff of the Institute of Technology and Academics. We appreciate the time and effort spent preparing for and participating in the administrative review process, especially getting so many documents loaded to SNACS. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information. Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2022-23 General Program Reminders which has been uploaded to the documents tab in SNACS.

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT offers [School Nutrition Summer Training](#) online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition [Training webpage](https://dpi.wi.gov/school-nutrition/training) (<https://dpi.wi.gov/school-nutrition/training>).

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/27/2023 02:55 PM</p>	<p>Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p>CA: Review the Annual Financial Report webcast or manual on the DPI website then update the 2021-22 Annual Financial Report with revenues and expenses broken out by program and category. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 02/27/2023 01:58 PM</p>	<p>Finding: The Public Release was not distributed to the required locations.</p> <p>CA: Upload into SNACS the names of 2-3 organizations, including the media, that the public release will be sent in the following school year.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/23/2023 05:38 PM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (missing content on: Public Involvement, Other School-based Strategies for Wellness and the Triennial Assessment) (7 CFR 210.31).</p> <p>CA: Provide updated or missing policy statement(s) or submit a timeline for bringing the LWP into compliance. Include the</p>

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		name(s) and title(s) of the SFA representative(s) that will ensure compliance.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/27/2023 02:53 PM	<p>Finding: SFA has completed a triennial assessment of the Local Wellness Policy (LWP) but did not complete both the LWP Report Card and the WellSAT 3.0 to meet this requirement.</p> <p>CA: Complete the Report Card of the Local Wellness Policy assessment and upload into SNACS.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1006	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/27/2023 02:54 PM	<p>Finding: The SFA did not share the results of the Local Wellness Policy (LWP) assessment with the public per 7 CFR 210.31.</p> <p>CA: Notify the public of the results of the LWP assessment and upload a copy of the documentation to support this or the appropriate Web site URL linking to the assessment.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 02/27/2023 02:19 PM	<p>Finding: The correct non-discrimination statement was not included on all program materials (update webpage for Free/Reduced information with language to match the household letters and add NDS to LWP).</p> <p>CA: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>
Site Name		

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Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 02/23/2023 05:45 PM</p>	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>CA: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.</p>
Site Name	St Gregory the Great Parish Sc	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 03/02/2023 07:51 AM</p>	<p>Finding: Fiscal action is required for a missing component. Therefore, fiscal action will be assessed for 115 K-8 meals served on Tuesday, January 10th with the missing meat/meat alternate component at St. Gregory the Great.</p> <p>Due to the missing component, production records were reviewed for the entire review month (January) to assess for other days that may have had a missing meat/meat alternate component. Per the production records, no other days were missing the component.</p> <p>Corrective Action: Submit a statement that explains specifically how the week of review (January 9th-13th) menu would be changed to ensure no missing components.</p>
Site Name	St Gregory the Great Parish Sc	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 03/02/2023 07:55 AM</p>	<p>Finding: The daily and weekly minimum requirement for the vegetable component was not met for K-8 for lunch during the review period. The following represent the planned portion sizes:</p>

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		<ul style="list-style-type: none"> Monday (1/09/23): Cheese Pizza, 1/8 cup. Mixed vegetables, 1/2 cup. Tuesday (1/10/23): Carrots, 1/2 cup. Friday (1/13/23): Peas, 1/2 cup. <p>The daily minimum requirement for the vegetable component for K-8 is 3/4 cup, and the weekly total requirement is 3 3/4 cups.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for the vegetable component will be met for lunch during the days containing the shortage (e.g., portion sizes increased or decreased, additional menu items, etc.).</p>
Site Name	St Gregory the Great Parish Sc	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged</p> <p>03/02/2023 07:56 AM</p>	<p>Finding: There was a weekly meat/meat alternate shortage at lunch during the week of review. Only 8 oz eq meat/meat alternate was offered over the course of the week, which does not meet the minimum 9 oz. eq. meat/meat alternate requirement for the K-8 meal pattern.</p> <p>Corrective Action: Submit a statement explaining how this weekly meat/meat alternate shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists and/or crediting documentation.</p>
Site Name	St Gregory the Great Parish Sc	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged</p> <p>02/27/2023 01:05 PM</p>	<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict what is outlined in the site-specific SOP's (#16 date marking--open items/out of original case not dated).</p> <p>CA: Modify the SOP so that it aligns with actual practices or adjust practices to align with the SOP as written. Submit a statement describing how practices will be adjusted to be compliant with the established SOP.</p>

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Technical Assistance Entries:								
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/02/2023	3036		Administrative Review		FSD			
Comments								
						Created By	Created Date	
<p>Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Currently, serving sizes and leftovers are recorded on a separate sheet of paper in the kitchen, but serving sizes reflect general products and are not specific for the day-of menu. DPI suggests recording the serving size of each menu item and meal pattern component contribution on the production record, to help staff verify that daily meal pattern requirements and portion sizes are met. Please refer to the Production Record Requirements for a list of all mandatory items that must be listed and filled in on production records (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p>								
3/2/2023 8:02:24 AM								
03/02/2023	3035		Administrative Review		FSD			
Comments								
						Created By	Created Date	
<p>Crediting Documentation: There is a difference between product specification sheets and product formulation statements (PFS). A product specification sheet identifies specifics of the product such as product code, case weight, shelf life, and packing information. Product specification sheets are not acceptable forms of crediting documentation. A PFS is considered acceptable crediting documentation and it shows exactly how a product contributes to the meal pattern with entries from the USDA Food Buying Guide (FBG). A PFS is required for processed products not listed in the FBG that do not have a Child Nutrition (CN) label or USDA Product Information Sheet. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. The crediting decision-making tree (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/crediting-decision-making-tree.pdf) helps staff determine what types of documentation are needed.</p>								
3/2/2023 8:01:21 AM								
03/02/2023	3034		Administrative Review		FSD			
Comments								
						Created By	Created Date	
<p>Although meals are purchased through a joint agreement, it is ultimately each SFA's responsibility to ensure all meal pattern requirements are met. All required documentation must be available onsite, such as production records, transport sheets, standardized recipes, crediting documentation, etc. This requirement is outlined in #12 on the template located on the Joint Agreement webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/required-template-agreements/joint).</p>								
3/2/2023 8:00:33 AM								
02/23/2023	2989	805	Administrative Review	ALL	FSD			

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Comments								Created By	Created Date
<p>Special Dietary Needs. U.S. Department of Agriculture (USDA) regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. School food authorities must provide modifications for children with disabilities on a case-by-case basis when requests are supported by a written statement from a state authorized medical authority. The state authorized medical authority's statement must identify:</p> <ul style="list-style-type: none"> • an explanation of how the child's physical or mental impairment restricts the child's diet • the food(s) to be avoided • the food(s) that must be substituted <p>Per USDA memo SP 32-2015, a state recognized medical authority is a state licensed health care professional who is authorized to write medical prescriptions under state law. This could include a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner. If the documentation to support a dietary accommodation has not been signed by one of these practitioners, the school is not required to accommodate the request (unless information about the dietary accommodation is included within the IEP or 504 plan, as mentioned above in Section B.)</p>									2/23/2023 5:14:55 PM
02/23/2023	2987	301	Administrative Review	ALL	FSD				
Comments								Created By	Created Date
<p>Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students by category, i.e., paid, reduced-price, and free. Additionally, the number of meals served free and reduced-price and claimed for reimbursement must have adequate documentation on file to support the claim. To do this, any school food service meal counting and claiming system must contain ALL of the basic elements listed below:</p> <ul style="list-style-type: none"> • Eligibility documentation • Collection procedures • Point of service meal counts • Reports • Claim for reimbursement • Internal controls. All meals served in the National school Lunch and School Breakfast Program and counted for reimbursement must meet the meal pattern requirements as specified in the program regulations and be served to eligible students. Meals are counted at that point in the food service operation where it can be accurately determined that a reimbursable free, reduced-price or paid meal has been served to an eligible student. Only one meal per student per meal service may be claimed for reimbursement. 									2/23/2023 4:00:31 PM
02/23/2023	2986	110	Administrative Review	ALL	FSD				
Comments								Created By	Created Date
<p>The DPI DC household approval letter template contains language to select whether the student is eligible for free or reduced meals. Ensure that the correct eligibility is selected for the benefit listed in the letter.</p>									2/23/2023 3:39:11 PM
02/22/2023	2988	800	Administrative Review	ALL	FSD				

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Comments	Created By	Created Date
<p>The full USDA non-discrimination statement must be included on letters, menus, website, and other documents used to convey program information to the public. The current 2022 NDS statement must be used (https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs). When space is very limited, (printed menus or low balance notices,) the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document. The full statement must be included on outreach materials when notifying households of benefits. Private Religious SFAs utilizing the exemption may continue to use the 2015 version of the NDS.</p>		2/23/2023 5:05:59 PM