

Administrative Review Report

St. Jacobi Evangelical Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/03/2019	01/24/2020
On-Site Review	02/06/2020	02/07/2020
Site Selection Worksheet	12/03/2019	12/04/2019
Entrance Conference	02/06/2020	02/06/2020
Exit Conference	02/07/2020	02/07/2020

State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

General Program Reminders/Updates:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.USDA.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

Thank you to the staff at St. Jacobi School for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questionnaire and requests, as well as pulling records for the on-site portion of the review.

The DPI review team is confident that St. Jacobi School will continue to improve their knowledge and operation of child nutrition programs.

Administrative Review Report

St. Jacobi Evangelical Lutheran School

Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	101	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/28/2020 10:46 AM	Finding: DO and HO on contract do not match answers to questionnaire. Additionally, one person cannot be named as DO, VO and CO. one can be DO and VO or VO and CO. CA: Correct the online contract to indicate the correctly named officials.
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/28/2020 01:07 PM	Finding: The SFA does not have an Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy in place that is communicated and distributed to the households, annually. CA: Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/28/2020 01:40 PM	Finding #1: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). CA #1: Review the Annual Financial Report webcast or manual on the DPI website. Then update the 2018-19 Annual Financial Report with revenues and expenses broken out by program (NSLP & SMP) and category (Food & Labor). Finding #2: The 2017-2018 Ending Balance does not match the 2018-2019 Beginning Balance. CA #2: Manually update the 2018-19 Annual Financial Report and ensure the 2018-19 beginning balance matches the ending balance of the previous school year. Upload a copy of the updated report into SNACS. After December 31, the DPI accountant will make any adjustments.
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	701	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

Administrative Review Report

St. Jacobi Evangelical Lutheran School

Corrective Action History	Flagged 01/28/2020 01:49 PM	Finding: Based on the SY 2018-19 Annual Financial Report, the nonprofit school food service account has a net cash resource in excess of 3 months average expenditures. The SFA does not have an approved spend down plan from the State Agency (7 CFR 210.9(a). CA: Submit a plan and timeline for reducing the net cash resources to below 3 months operating expenditures. Please note, a formal notification and report may also be required outside of the AR process.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/29/2020 03:37 PM	Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). CA: Provide a timeline for when a school meal program complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/29/2020 03:42 PM	Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31. CA: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action.
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/29/2020 03:52 PM	Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). CA: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.
Site Name		
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

Administrative Review Report

St. Jacobi Evangelical Lutheran School

Corrective Action History	Flagged 02/06/2020 10:25 AM	Finding: SFA did not complete a confirmation review before verifying application(s). Rather, applications are confirmed and verified at time of determination. CA: 1) Review the verification section of the Eligibility Manual and 2) Review the Verification webinar on DPI's website and submit the quiz confirmation to SNACS and 3) Submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/06/2020 09:14 PM	Finding: The correct non-discrimination statement was not included on all program materials (full statement included in lunch section of handbook and shortened statement added to monthly menus. CA: 1) Provide timeline for addition of Nondiscrimination Statement to the handbook and 2) Update monthly menu template to include the correct, shortened non-discrimination statement. Upload a copy of the updated menu to SNACS.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/29/2020 03:51 PM	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. 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.
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/07/2020 09:38 AM	Finding: The SFA copy of the food safety plan was not site specific and updated. Each school within the SFA must have a written site specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). CA: Update the food safety plan to be specific for each participating school in the SFA, ensure the process 1, 2 and 3 items list is completed. Complete and submit the updated Food Safety Plan Review, pages 62-64 of the template, to SNACS.
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	317	

Administrative Review Report

St. Jacobi Evangelical Lutheran School

TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/06/2020 09:19 PM</p>	<p>Finding: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students; which constitutes overt identification. CA: Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors or, use opaque tape to cover price if not possible to program change. Submit a statement documenting how this was corrected.</p>
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/07/2020 10:46 AM</p>	<p>Finding: SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. Meal counts by eligibility category were not correctly reported on the monthly claim. CA: (Non-systemic) Upload the February monthly edit check into SNACS for DPI review BEFORE submission of claim.</p>
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/17/2020 01:18 PM</p>	<p>Finding: Missing crediting documentation. No crediting documentation is currently kept onsite. It is the SFA's responsibility to ensure all meal pattern requirements are met and crediting information must be available onsite where meals are served. Corrective Action: Submit a written statement detailing how the SFA will ensure that the appropriate crediting documentation is maintained onsite.</p>
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/19/2020 12:18 PM</p>	<p>Finding: Lunch signage was not posted to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the five components in each served meal. Corrective Action Required: Submit a picture of completed signage posted near the lunch service line which shows all five components served as part of a reimbursable meal.</p>
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	

Administrative Review Report

St. Jacobi Evangelical Lutheran School

TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/17/2020 01:05 PM</p>	<p>Finding: The pre-K students were served the K-8 meal pattern, but were not 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. Corrective Action Required: Submit a statement describing the specific changes made to meal service in order to serve the pre-K students the age-appropriate meal pattern.</p>
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/05/2020 03:22 PM</p>	<p>Finding: Production Records Missing Required Field. Current production records lack a field for planned and actual quantity prepared in purchase units. Corrective Action: Submit a statement that details how the SFA plans work with the vending school to alter the production record template to comply with Production Record Requirements (which can be found at https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records) or how the SFA plans to switch to transportation sheets. While onsite at the vending school, the SA noted that the production record template is generated through that SFA's nutrition management software, making the editing process more difficult. This was discussed with the FSD. Handwriting a "planned/actual quantity in purchase units" column onto the current production record is sufficient, particularly while working with the software support team to add the necessary column.</p>
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/05/2020 03:19 PM</p>	<p>Finding: There was a weekly grain shortage at lunch during the week of review. Only 6.75 oz eq grain was offered over the course of the week, which does not meet the minimum 8.0 oz. eq. grain requirement for the K-8 meal pattern. Corrective Action: Submit a statement explaining how the SFA will track meal pattern compliance going forward to ensure that meals vended meet or exceed the minimum standards set forth by the USDA NSLP guidelines. (Please note: this weekly grain shortage will be fixed for the week of review as part of Corrective Action for the vending school.)</p>
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/17/2020 01:47 PM</p>	<p>Finding: SFA receives vended meals which are planned and forecasted based on OVS participation; however, SFA elects to serve all five components.</p>

Administrative Review Report

St. Jacobi Evangelical Lutheran School

		Corrective Action Required: Submit a statement outlining whether or not the SFA will participate in OVS going forward. Additionally, please provide written communication between the SFA and the vendor outlining the necessary changes made to ensure that appropriate quantities of food are planned, prepared, shipped, and received in order to accommodate the SFA's service model of choice.
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Offer vs Serve (500-502)	
Question #	501	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/17/2020 02:14 PM	Finding: Staff and volunteers have not been trained on serving all five components in their minimum mandated quantities. Corrective Action: Create a concise and educational meal pattern training module which clearly explains the five meal pattern components in their minimum daily required serving sizes for each age/grade group meal pattern served, pre-K and K-8. Ensure that this training clearly explains that all five components must be served in order for a meal to be reimbursable . This training module may be in the form of a very brief class taught by the Food Service Director (FSD) or it may be in the form of an educational leaflet which staff can review individually . Have all staff responsible for serving reimbursable meals review this training module/attend the class. Please submit a copy of the training module as well as an implementation plan which outlines who must receive the training, how often the SFA will provide refresher training, and how the SFA will track this training (roster, check-list, one-time all-staff training, etc). Please reach out to your Public Health Nutritionist for assistance in creating this meal pattern training module.
Site Name	Saint Jacobi Lutheran Sch	
Form Name	Special Milk Program	
Question #	3	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/11/2020 08:30 AM	Finding: Milks are being claimed in the SMP for students who are not eligible to participate. Milks claimed in the SMP can only be claimed for students who do not have access to NSLP or SBP, such as half-day students. CA: 1) Correct the POS immediately so only eligible student milks are claimed, and 2) Submit source documentation indicating date when all-day 3K, 4K and 5K option began, and 3) Submit source documentation of ineligible milks claimed since all-day programming began, and 4) Submit a statement of understanding that only milk counts for half-day students, without access to NSLP, can be claimed in the SMP. Fiscal Action will be applied per federal regulation.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/11/2020	1620	1501	Administrative Review	ALL	FSD			
Comments								
						Created By		Created Date
Reporting: SFAs participating in USDA School Nutrition Programs agree to submit claims for reimbursements, submit program applications and submit reports each year within the required timeframes. The In a Nutshell-Reports provides more information on reporting and timeframes. All program records related to the school nutrition programs must be kept for a period of three years after submission of the final claim for reimbursement for the fiscal								2/11/2020 9:46:07 AM

Administrative Review Report

St. Jacobi Evangelical Lutheran School

year. This would include free, reduced-price and denied applications, DC documents, and verification documents.								
02/11/2020	1619	1400	Administrative Review	ALL	FSD			
Comments								
						Created By	Created Date	
<p>Food Safety. Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year, which typically include a food safety inspection and a review of the site's Food Safety Plan. The most recent food safety inspection report must be posted in public view. All cooling equipment must have internal temperatures taken and recorded daily on temperature logs. Posting them directly on the equipment makes recording convenient and a regular part of daily routines. SFAs are required to implement food safety programs based on Hazard Analysis Critical Control Point (HACCP) principles to cover any facility where food is stored, prepared, or served for the purposes of the NSLP, SBP, or other FNS programs. This means the food safety program should contain standard operating procedures (SOP) for safe food handling on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria. All schools must have a comprehensive, site-specific food safety plan on-site, which includes HACCP process 1, 2, and 3 items; applicable SOPs; a list of equipment; and a list of food service staff at that site. The food safety plan must be reviewed annually. A prototype food safety plan template as well as template SOPs may be found on the SNT Food Safety webpage. All food service staff, student workers, volunteers, and other staff involved in the Child Nutrition Programs should follow the procedures detailed in the SOPs included in the site-specific food safety plan. A Flash of Food Safety is a video series designed to help school nutrition professionals understand and apply safe food practices. The Office of Food Safety website includes additional food safety resources. All food service employees must have a signed Food Employee Reporting Agreement on file. While there are no requirements as to how frequently food service employees must sign a Food Employee Reporting Agreement form, it is the best practice for each food service employee to annually review and sign an agreement to reinforce the information contained in the document. SFAs are required to ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss (7 CFR 210.13(d)). Time/temperature control for safety (TCS) foods may be held without temperature control if specific conditions are met under a practice called "Time as a Public Health Control." Please refer to the Wisconsin Food Code Fact Sheet: Time as a Public Health Control for detailed procedures regarding this practice. TCS foods include: Milk and dairy products, Shell eggs, Meat (beef, pork, and lamb), Poultry, Fish, Shellfish and crustaceans, Baked potatoes, Heat-treated plant food, such as cooked rice, beans, and vegetables, Tofu and other soy protein, Sprouts and seed sprouts, Sliced melons, Cut tomatoes, Cut leafy greens, Untreated garlic-and-oil mixtures, and Synthetic ingredients, such as textured soy protein in meat alternatives. To utilize "Time as a Public Health Control," the school must have a corresponding SOPs in the site-specific food safety plan. Template SOPs are available on the SNT Food Safety webpage. • If any TCS food is held without temperature control during service, including TCS foods on garden bars, all leftover TCS food must be discarded.</p>							2/11/2020 9:45:03 AM	
02/11/2020	1618	1217	Administrative Review	ALL	FSD			
Comments								
						Created By	Created Date	
<p>New Food Service Director Hiring Requirements. The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the NSLP and SBP, with further flexibilities for directors hired after April 29, 2019 in SFAs with under 2500 enrollment. • The Hiring Standards for New SFA directors are based on the size of the SFA and includes education, school nutrition and/or relevant food service or school nutrition experience, and food safety training. These requirements are listed in a summary document called "In a Nutshell- Hiring Requirements". • Per SP 38-2016, SFAs may not use the nonprofit school food service account to pay the salary of a new school nutrition program director (hired on or after July 1, 2015) who does not meet the hiring standards. Additional resources may be found on the Professional Standards page of the DPI SNT website. Each SFA must designate at least one staff member as a program "director". A program "director" is the person designated to perform or oversee the majority of the program duties such as food safety, nutrition and menu planning, food production, procurement, financial management, customer service, and other general day-to-day program management. Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and</p>							2/11/2020 9:43:08 AM	

Administrative Review Report

St. Jacobi Evangelical Lutheran School

operation of the school nutrition program. A summary of the training requirement is provided in this " In A Nutshell- Training " document. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.). SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool are encouraged but not required.							
02/11/2020	1617	1601	Administrative Review	ALL	FSD		
Comments							
						Created By	Created Date
<p>Summer Food Service Program (SFSP) Outreach. A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: Promotion of the summer meals locator on the DPI Summer Meals webpage, Promotion of calling 211 to locate meals in the area, Promotion of the ability to text 'food' to 877-877 to locate meals in the area, or Promotion of the Summer Food Service Program webpage. For more information on the SFSP contact: Amy J. Kolano, RD, CD, SFSP Coordinator Phone: 608.266.7124; e-mail: amy.kolano@dpi.wi.gov</p>							2/11/2020 9:41:51 AM
02/11/2020	1616	1000	Administrative Review	ALL	FSD		
Comments							
						Created By	Created Date
<p>LWP Requirements • The LWP requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. The final rule requires SFAs to begin developing a revised local school wellness policy during School Year 2016-17 with full compliance of the final rule by June 30, 2017. • SFAs are required to retain basic records demonstrating compliance with LWP requirements. • If no LWP has been developed, the SFA must establish a written policy. For assistance in the creation of a LWP, Wisconsin Team Nutrition has several wellness policy resources available, including a toolkit, a wellness policy builder, and wellness policy report card. • SFAs are required to have language in their LWP that relates to all the content areas listed in the LWP Checklist found on the Local Wellness Policy section of the DPI SNT website. This checklist includes sample policy statements (italicized) under each content area. LWP Triennial Assessment • SFAs are required to complete their first LWP triennial assessments by June 30, 2020 per 7 CFR 210.31(e)(2)). • FNS recommends the WellSat Tool as a resource to conduct the LWP triennial assessment.</p>							2/11/2020 9:40:31 AM
02/11/2020	1615	810	Administrative Review	ALL	FSD		
Comments							
						Created By	Created Date
<p>Nondiscrimination Statement (NDS) • When including the non-discrimination statement on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement which was updated in 2015. • When space is very limited, such as on the printed menus, 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 main text in the document and the format cannot be altered.</p>							2/11/2020 9:38:56 AM
02/11/2020	1614	807	Administrative Review	ALL	FSD		
Comments							
						Created By	Created Date
<p>Civil Rights Self-Compliance Form • The Civil Rights Self-Evaluation Compliance form is required to be completed by October 31 annually and kept on file at the SFA.</p>							2/11/2020 9:37:06 AM
02/11/2020	1613	803	Administrative Review	ALL	FSD		
Comments							
						Created By	Created Date

Administrative Review Report

St. Jacobi Evangelical Lutheran School

<p>Processes for complaints. All SFAs must have procedures (written procedures preferred) or policies in place for handling civil rights complaints in regard to discrimination in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). A SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. Please refer to the USDA Program Discrimination Complaint Form for assistance in filing these complaints. Civil rights complaints that are filed with the district, must be forwarded to the Civil Rights Division of USDA FNS or DPI within five days.</p>						2/11/2020 9:36:00 AM	
02/11/2020	1612	700	Administrative Review	ALL	FSD		
Comments							
				Created By		Created Date	
<p>Annual Financial Report (AFR) • The Annual Financial Report Manual is located on the DPI website to assist you with completing the AFR. • All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its "yearly" reference period for nonprogram food compliance. • When a student deposits funds in their lunch account, which will be used for meal purchases, the amount received is not treated as revenue until the meal has actually been served to the student. The amount of funds on hand in student accounts is treated as a deposit or liability account in either the food service fund (Fund 50) or the general fund (Fund 10) until the meal is served, at which point the deposit account is converted to revenue. This amount should not be recorded as revenue or part of the fund balance on your AFR. • The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year. • The ending balance, on June 30, can never be a negative balance. A transfer must be made from non-federal funds to bring the ending balance to \$0.00. • The school food service fund may not have an ending fund balance in excess of 3 month operating expenses, as this is considered "Excess Cash Balance". While we commend your staff for the fiscal viability of the child nutrition programs, federal regulations limit net cash resources to an amount not to exceed a three month average of operating expenses to remain in compliance with a non-profit status. • The categories of the AFR that should be addressed when tracking revenues and expenditures include: 'Food' is expenses for edible food items and beverages. Labor—all directly associated wages and fringe costs. 'Other' is expenses for paper supplies, chemicals, equipment under \$5000 (or your SFA's capitalization threshold), etc. 'Equipment' is expenses for equipment purchases over \$5000 or your SFA's capitalization threshold. 'Purchased Services' is for services you pay someone to provide such as equipment repair, health inspections, etc. 'Nonprogram Foods' is expenses for any food items served that are not claimed as part of the reimbursable meal. This would include adult meals, a la carte, and caterings. When revenues are recorded from the federal reimbursement payments, record the full reimbursement based on the printed claim form and not what is actually deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling and processing fees for USDA Foods. The amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools. Allowable Costs • The nonprofit school food service account can only be used for the operation of the school meals program including food, supplies, equipment and personnel. • The nonprofit school food service account cannot be used to purchase land and/or buildings unless approved by FNS. • Allowable costs are defined in 2 CFR 200 Subpart E and should be necessary, reasonable and allocable. More information on allowable costs is found within the Indirect Costs guidance. • Bad debt is an unallowable expense to the food service program. A transfer must be made from non-federal funds to cover student account write-offs. SP23-2017 Unpaid Meal Charges guidance Q & A is found on the SNT Financial Management webpage.</p>						2/11/2020 9:34:34 AM	
02/11/2020	1611	325	Administrative Review	Saint Jacobi Lutheran Sch	FSD		
Comments							
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<p>An SFA must establish internal controls to ensure that an accurate claim for reimbursement has been made. Internal controls protect SFAs from having erroneous claims and potential overclaims. Edit checks and monitoring are examples of internal controls. Edit checks compare meal count data to other information (e.g., number of eligible students and attendance figures, etc.) to identify possible problems in the meal count system. Monitoring ensures that the school's meal count reports are based on the approved counting system and that the counting system, as implemented, yields the actual number of reimbursable free, reduced-price and paid meals served for each day of operation. Before the claim is submitted, oversight of the consolidation of the counts should be occurring for accurate transference of claim numbers.</p>						2/11/2020 9:31:54 AM	

Administrative Review Report

St. Jacobi Evangelical Lutheran School

02/11/2020	1610	317	Administrative Review	Saint Jacobi Lutheran Sch	FSD			
Comments								
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<p>Overt Identification. The meal counting system must prevent overt identification of students receiving free and reduced-price benefits. SFAs must ensure meal prices and/or benefit status is not visible on the computer screen or point of service (POS) documents where they can be viewed by students.</p>								2/11/2020 9:23:06 AM
02/11/2020	1608	207	Administrative Review	ALL	FSD			
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<p>VERIFICATION •When an application is chosen for verification, the person designated as the Confirming Official must review the application to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application. •When a household is selected for verification, the household must be informed, in writing, of its selection. •When a household is selected for verification, it must provide “sources of information” to the LEA to confirm current income or participation in a categorically eligible program. According to 7 CFR 245.6a(a)(7), sources of information may include written evidence, collateral contacts, and systems of records. •Acceptable documentation of income or receipt of assistance from any of the following sources may be provided for any point in time between the month prior to application and the time the household is required to provide the documentation. •Households may provide pay stubs with income from employment. If a weekly pay stub is representative of what the household normally receives each week, one pay stub is sufficient. If the household submits a pay stub including overtime, the determining official should work with the household to determine whether the overtime for the month being verified is representative of overtime received in other months. If overtime is a one-time or sporadic source of income, income should be calculated based on the regular monthly income without overtime. •The LEA must make at least one attempt to contact the household when the household does not adequately respond to the request for verification [7 CFR 245.6a(f)(6)]. “Non-response” includes no response and incomplete or ambiguous responses that do not permit the LEA to resolve children’s eligibility for free and reduced price meals. The required follow-up attempt may be in writing (mail or e-mail) or by telephone or text message. •When a benefit eligibility status increases, the change must take place within three days. When a benefit eligibility decreases, the change cannot take place before ten calendar days and a notice of adverse action is sent in writing with appeal rights procedures. •According to 7 CFR 245.7(b)(1), when a household appeals a reduction or termination of benefits within the 10 calendar day advance notice period, the LEA must continue to provide the benefits for which the child was originally approved, until a final determination is made. •The LEA may continue to claim reimbursement at the original level during this period. When a household does not request an appeal during the 10 calendar day advance notice period, benefits must be reduced or terminated no later than 10 operating days after the notice period. If the hearing official rules the child’s benefits must be reduced, the actual reduction or termination of benefits must take place no later than 10 operating days after the hearing official’s decision. •Households affected by a reduction or termination of benefits may reapply for benefits at any time during the school year, and schools should remind families their children may become eligible for meal benefits if the household unit experiences a change in financial circumstances (i.e., household size goes up or income goes down). However, if benefits to a household have been terminated because of failure to complete the verification or verification for cause process and the household reapplies in the same school year, the household is required to submit income documentation or proof of participation in Assistance Programs at the time of reapplication [7 CFR 245.6a(f)(7)]. These are not considered new applications. •Apart from the required verification of a specified number of approved applications, regulations at 7 CFR 245.6a(c)(7) require LEAs to verify any questionable application including, on a case-by-case basis, verifying any application for cause when the LEA is aware of additional income or persons in the household. This is known as “verification for cause.” Determining officials are strongly encouraged to contact the household to clarify any information that is unclear or questionable before certifying the application and proceeding with verification for cause. Once households have been requested to provide documentation for cause, the LEA must complete the verification process for these households. Verification for cause cannot delay the approval of applications, and LEAs can begin the verification process only after the determination of eligibility has been made. If an application is complete and indicates the child is eligible for free or reduced price benefits, the application must be approved while the LEA begins verification for cause. •The standard sample size for verification must be used by an LEA unless the LEA qualifies to use an alternate sample size. Instructions for standard and alternate sample sizes can be found in the Eligibility Manual.</p>								2/11/2020 9:20:10 AM

Administrative Review Report

St. Jacobi Evangelical Lutheran School

02/11/2020	1607	134	Administrative Review	ALL	FSD			
Comments						Created By	Created Date	
<p>Direct Certification (DC) • A full enrollment Direct Certification run must be completed a minimum of three times per year: at or near the beginning of the school year, three months after the initial run and six months after the initial run near the end of March. However, DPI recommends running DC more often than three times a year. • A DC match should be completed when you receive a new student. • The effective eligibility date for a DC eligible student is the date of the original output file. • DC runs are only for school nutrition and it is not allowable to be running it for other schools outside of your district or for purposes other than school nutrition programs. A DC run should not be completed specifically for students in parochial schools to identify eligibility for other funding sources (i.e., Title 1).</p>							2/11/2020 9:13:05 AM	
02/06/2020	1670		Administrative Review		FSD			
Comments						Created By	Created Date	
<p>Additional Meal Pattern Technical Assistance Training: Anyone involved with the USDA School Meal Programs is encouraged to attend Wisconsin Department of Public Instruction (DPI) training classes. These are offered in the summer and select other times throughout the year. The classes provide an overview of all areas of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements including verification, free and reduced meal applications, meal pattern, and record keeping requirements. Travel and meal expenses are allowable food service expenses. Information on upcoming trainings can be found on DPI's Training Page (https://dpi.wi.gov/school-nutrition/training#up). Additionally, regular trainings are also offered on the Wisconsin Department of Public Instruction (DPI) webpage as webcasts, webinars, and on-site trainings. Check our Training webpage often for current and upcoming opportunities (https://dpi.wi.gov/school-nutrition/training). Members of the School Nutrition Team (SNT) are also available for technical assistance any time throughout the year. A complete list of DPI SNT staff can be found on our website (https://dpi.wi.gov/school-nutrition/directory). Conducting an In-House Yield Study: In-house yield may be used to credit foods towards meal pattern requirements. Per onsite observation, this may be useful for items such as baby carrots, celery sticks, or cucumber slices. Original documentation of procedures used to determine yield must be completed and maintained. An in-house yield study may be warranted if yields are consistently higher or lower than specified in the Food Buying Guide (FBG), or for foods or sizes not currently listed. In-house Yield Study Procedures are available on the Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ihy). Portion Control, Volume Versus Weight: Fluid ounces are a volume measure, while ounces are a weight measure. Spoodles measure fluid ounces, not ounces by weight. Meat/meat alternate (M/MA) is credited by weight, so it is not appropriate to use a 4 fluid ounce spoodle for an intended 4 ounce (by weight) serving of ground/diced/shredded meat. To ensure that students receive the proper amount of M/MA, weigh the product, then determine which scoop will hold that weight of meat.</p>							2/17/2020 2:45:50 PM	
02/06/2020	1668	502	Administrative Review	Saint Jacobi Lutheran Sch	FSD			
Comments						Created By	Created Date	
<p>If the SFA elects to utilize Offer versus Serve in the future, please note that the lunch signage should list the five components and inform students that under OVS, they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p>							2/17/2020 2:17:00 PM	
02/06/2020	1667	501	Administrative Review	Saint Jacobi Lutheran Sch	FSD			
Comments						Created By	Created Date	
<p>It is critical that all food service staff, including volunteers, understand the meal pattern in order to ensure that all students are served a reimbursable meal. Without OVS in place, students in grades K-8 must be served ¾ cup vegetable and ½ cup fruit to create a reimbursable meal, in addition to the other components (milk, grain, meat/meat alternate). If</p>							2/17/2020 2:12:34 PM	

Administrative Review Report

St. Jacobi Evangelical Lutheran School

OVS is implemented, then students can choose three of the five components offered, including ½ cup of fruit and/or vegetable, to create a reimbursable meal.								
02/06/2020	1665	500	Administrative Review	Saint Jacobi Lutheran Sch	FSD			
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At the time of onsite review, the SFA was receiving meals planned and prepared according to OVS forecasting, however, the SFA operates the served model onsite, electing to serve each student all five components. This has led to difficulties with food shortages throughout the year. To improve forecasting and ensure that all students have access to a reimbursable meal, it is pivotal to work with the contracted vendor, specifically addressing whether St. Jacobi will serve fully reimbursable meals to student which contain all five components in their mandated daily and weekly quantities or if St. Jacobi will utilize OVS where students must be offered all five components in their mandated daily and weekly quantities, but may select as few as three components, one of which must be at least 1/2 a cup of fruit, vegetable, or combination.							2/17/2020 1:31:34 PM	
02/06/2020	1664	402	Administrative Review	Saint Jacobi Lutheran Sch	FSD			
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<p>Jointed School Responsibility and Crediting Documentation: ensuring that foods purchased under a Joint Contract and sold to students in the NSLP meet daily and weekly meal pattern requirements. Although St. Jacobi is purchasing meals through a joint agreement, it is ultimately the SFA's responsibility to ensure all meal pattern requirements are met. Information on lunch meal pattern requirements can be found on the NSLP Menu Planning webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning). Current nutrition facts labels, Child Nutrition (CN) labels, and/or manufacturer's product formulation statements (PFS) clearly outlining dietary specifications (calories, saturated fat, sodium) and crediting information must be available onsite where meals are served, even if meals are prepared offsite. Crediting documentation should be updated at least twice per year and as new products are purchased or substituted. At the time of onsite review, no crediting documentation was available onsite. Work with the Food Service Director at the vending school to compile the supporting documentation needed to ensure meal pattern requirements and crediting are appropriate.</p>							2/17/2020 1:17:29 PM	
02/06/2020	1663	406	Administrative Review	Saint Jacobi Lutheran Sch	FSD			
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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. However, in situations where pre-K students are served at a different time or in a different place than K-8 students, two separate age-appropriate meal patterns must be followed: the pre-K meal pattern for those not yet in kindergarten and the K-8 menu for the K-8 students. Details regarding the Preschool Meal Pattern can be found on our Infants and Preschool in NSLP and SPB webpage (https://dpi.wi.gov/school-nutrition/program-requirements/infants-and-preschool). As discussed onsite, the Preschool Meal Pattern chart and the Lunch Menu Planning Worksheet for Ages 1-5 may be found on the USDA's and DPI's websites, respectively, and are very useful tools (https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_childmealpattern.pdf ; (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/preschool-lunch-menu-planning-worksheet.docx). Please see below for a summary of the Technical Assistance discussed onsite, focused on several notable differences in the pre-K meal pattern and the meal patterns for other age/grade groups: Milk: Only unflavored milk is allowable under the pre-K meal pattern. Flavored milk may not be served. Children one year old should be served unflavored whole milk. Children 2-5 years old and not yet in kindergarten should be served unflavored low-fat (1%) or unflavored fat-free (skim) milk. The Smarter Lunchrooms Movement has strategies to encourage the consumption of unflavored milk (https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk) Offer Versus Serve (OVS) is not an appropriate service style for pre-K							2/17/2020 1:04:06 PM	

Administrative Review Report

St. Jacobi Evangelical Lutheran School

<p>students. 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. Sugar in cereal: 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. For more information, including the sugar limit charts, the calculation formula, and cereals that meet the sugar requirements, 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). Yogurt: The infant and pre-K meal patterns require yogurt to contain no more than 23 grams of total sugars per 6 ounces. This requirement will help reduce children's consumption of added sugars. For more information, including the sugar limit charts and calculation examples, 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). Grain-based desserts: Grain-based desserts are not creditable toward the grains component under the pre-K meal pattern. Grain-based desserts include foods such as cookies, sweet pie crusts, doughnuts, granola bars, cereal bars, toaster pastries, cakes, and brownies. For a complete list of foods considered to be grain-based desserts, please refer to Exhibit A for Child Nutrition Programs (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/cacfp-16-2017.pdf). Whole grain-rich: At least one grain serving per day, per child, must be a whole grain-rich (WGR) item. Foods that meet the WGR criteria must contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched. If a food is determined to be WGR under the school meals programs, it will also be WGR under the pre-K meal pattern. Serving a vegetable in place of a fruit at lunch: A second vegetable may be served in place of the fruit component at lunch. The second vegetable must be at least the same serving size as the fruit component it is replacing. If two vegetables are served, they must be two different vegetables. Juice: Pasteurized full-strength juice may only be served once per day, per child, to children ages 1-5 and not yet in kindergarten under the pre-K meal pattern. If offering half-day preschool, you may choose to handle the half-day sessions as two completely separate programs. In which case, juice may be served once per session, but still only once per day, per student.</p>											
02/06/2020	1662	405	Administrative Review	Saint Jacobi Lutheran Sch	FSD						
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<p>As discussed onsite, St. Jacobi will be opening a new building next school year specifically for pre-K students. Once the new facility is open, it may be beneficial to explore Family Style Meal Service (FSMS). FSMS allows children to make choices in selecting foods and serving sizes. A sufficient amount of food must be placed on each table to provide the full required portions for all children and any supervising adults. Children should be allowed to serve themselves. Supervising adults should actively encourage children to try components and accept full portions during meals. If a child refuses to take food, they should be offered again before the meal is finished. While students must be offered the full reimbursable meal and encouraged to take all items, preschool students following the preschool meal pattern are required to take at least ¼ cup portion of a fruit and/or vegetable for a reimbursable meal. Training resources on FSMS may be found on SNT's Infant and Preschool in NSLP webpage under the Meal Environment heading (https://dpi.wi.gov/school-nutrition/program-requirements/infants-and-preschool#accordion-82191-6).</p>									2/17/2020 12:57:31 PM		
02/06/2020	1661	404	Administrative Review	Saint Jacobi Lutheran Sch	FSD						
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<p>Adequate signage helps ensure that students accurately select reimbursable meals. Generic signage was available on the kitchen door; however, this sign faces away from students when in use and lacked the necessary specificity. It is recommended to re-position signage closer to the meal service area. As discussed onsite, it may be beneficial to use a poster board with one side dedicated to NSLP signage and the other dedicated to concession items. This poster board may then be positioned to show NSLP during the day and concessions during the evening sporting events. Additionally, signage must be specific to the meal served, indicating what is served as part of a reimbursable meal and listing the five components. If the SFA opts to continue with Offer versus Serve meals rather than switching to the served model as discussed onsite, signage must list all five components and tell students that under OVS, they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. See examples on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p>									2/17/2020 12:51:09 PM		
02/06/2020	1660	403	Administrative Review	Saint Jacobi Lutheran Sch	FSD						

Administrative Review Report

St. Jacobi Evangelical Lutheran School

Comments						Created By	Created Date
<p>For students not yet in kindergarten, only unflavored milk is allowable under the pre-K meal pattern. Flavored milk may not be served. Children one year old should be served unflavored whole milk. Children 2-5 years old and not yet in kindergarten should be served unflavored low-fat (1%) or unflavored fat-free (skim) milk. The Smarter Lunchrooms Movement has strategies to encourage the consumption of unflavored milk (https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk). Pre-K students were offered flavored milk as part of the co-mingling flexibility misuse, which is addressed in question 406. The corrective action for the co-mingling flexibility misuse will encapsulate the corrective action necessary for this milk type violation. As such, no corrective action required at this time.</p>							2/17/2020 12:36:58 PM
02/06/2020	1659	1100	Administrative Review	ALL	FSD		
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<p>No competitive foods or beverages are sold at St. Jacobi Evangelical Lutheran School. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks guidelines or must qualify as an exempt fundraiser. Someone at each school must be responsible for documenting compliance of exempt fundraisers and any other food/beverage sales. You can find fundraiser tracking tools on our Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks)</p>							2/17/2020 11:43:46 AM
02/05/2020	1561	409	Administrative Review	Saint Jacobi Lutheran Sch	FSD		
Comments						Created By	Created Date
<p>The production record template currently in use, which is supplied by the vending school, lacks required information (planned and actual quantity used, in purchase units). A copy of the Production Record Requirements and templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). Additionally, please continue to work with staff to record accurate information on all parts of the production record. Current production records are lengthy and a few data points were mislabeled on the documentation submitted for week of review. Consider working with the vending school to revise the production record template for ease of use. Optional production record templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). Furthermore, it may be beneficial for the SFA to consider switching to transportation sheets. Requirements for and samples of transportation sheets can be found at on our website (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/transport-sheet-requirements.pdf; https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/transport-sheet.pdf).</p>							2/5/2020 3:21:11 PM
02/05/2020	1560	410	Administrative Review	Saint Jacobi Lutheran Sch	FSD		
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<p>When multiple entrees are offered, each entree must be considered as a separate service line and be evaluated for meal pattern compliance individually. Salads and bistro meals were offered daily during the week of review as an alternate to the hot entree option. These meals provide between 1-2 oz eq grain daily and always meet the daily minimum requirements for the K-8 meal pattern (1 oz eq). However, over the course of the week, these students must be offered at least 8 oz eq grains, which is the minimum weekly K-8 meal pattern requirement. When each entree is evaluated for it's contribution to the weekly grain totals, students were offered a minimum of 6.75 oz eq grains during the week of review, 1.25 oz eq shy of the minimum requirement. Options to augment the quantity of grains served in select meals were reviewed onsite with the FSD at the vending school. Ultimately, however, the responsibility to offer meals in accordance with the USDA guidelines lies with the school serving the meals. A system must be in place to verify meal pattern accuracy and food quantity. Additionally, if storage space permits, it is recommended that vended schools maintain a small store of shelf-and/or freezer-stable foods that can be used if a shortage is identified or if a component runs shy during meal service. Some examples include: canned fruits and vegetables, frozen dinner rolls, etc.</p>							2/5/2020 3:18:46 PM
01/29/2020	1497	805	Administrative Review	ALL	FSD		

Administrative Review Report

St. Jacobi Evangelical Lutheran School

Comments									
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A signed medical statement from a licensed medical practitioner must support all food substitutions made outside of the meal pattern requirements. Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. This flow chart gives guidance on special dietary needs. The USDA Q&A on Accommodating Special Dietary Needs resource and the USDA Special Dietary Needs Handbook contains even more detailed information.								1/29/2020 3:41:25 PM	
01/28/2020	1479	305	Administrative Review	ALL	FSD				
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USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges . For a snap-shot on what the policy should include, see the Unpaid Meal Charges In a "Nutshell" . For a comprehensive overview including best practices and helpful materials, see the Unpaid Meal Charges section of the DPI SNT website or the USDA Unpaid Meal Charges webpage .								1/28/2020 1:04:14 PM	
01/28/2020	1455	303	Administrative Review	ALL	FSD				
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Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this "In A Nutshell- Training" document. At a minimum it would be a best practice to review counting and claiming requirements annually.								1/28/2020 11:05:14 AM	
01/28/2020	1445	101	Administrative Review	ALL	FSD				
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The HO cannot be involved in the orig. determination or verification. The VO verifies information (before a household is contacted for verification and can be DO. The CO reviews applications for verification and cannot be the DO.								1/28/2020 10:53:20 AM	
01/28/2020	1439	106	Administrative Review	ALL	FSD				
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Meal benefit application information is to be used only for determining eligibility for meal or milk benefits. Anyone receiving eligibility information to approve students for non-food service program benefits, after parental consent is received, must have signed Disclosure Agreement form on file at the district. Each SY, the SFA must get written consent from the household to use the information provided on the application or thru DC for non-program purposes, such as fee waivers. Detailed consent must be obtained each SY.								1/28/2020 10:36:24 AM	
01/28/2020	1438	103	Administrative Review	ALL	FSD				
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Student's eligibility status from the previous year is carried over into the current school year for up to 30 operating (school) days or until a new eligibility is determined, whichever comes first.								1/28/2020 10:21:49 AM	