

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

SFA Name: St. John's Lutheran School 407525

Administrative Review Conducted on: 1/11/2017

Sites Selected for Review: St John's Luthern School

Commendations & Suggestions

Outstanding job meeting all of the requirements for the new meal pattern. All daily and weekly meal component and food quantity requirements were met.

The SFA had no resource management findings. They have implemented strong financial management practices to ensure that food service account, paid lunch equity, and nonprogram food requirements are met.

Thank you for being so well prepared! It was impressive how well staff understood the National School Lunch Program.

Staff was very helpful and resourceful in answering any question asked.

Other areas of Technical Assistance (NOT requiring Corrective Action)

318. At the point of service, several teachers were recording meal counts at the beginning of the line before a reimbursable meal was being verified. During meal service the error was discussed with the staff and changes were immediately made to ensure that the teachers verify the reimbursable meal at the end of the line. No non-reimbursable meals were observed.

Date Corrective Action Plan was provided to SFA: 2/3/2017

Due Date for Corrective Action Plan: 3/3/2017

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

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

Finding #1
1601. The SFA has not performed SFSP outreach.
Technical Assistance Provided
It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA.
Regulation / Citation and Summary
210.12(d)(2) School food authorities must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
SFA Suggested Guidance for Compliance
To come into compliance with this requirement, the SFA must submit an assurance to the State Agency that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program. Additionally, please state the name and position of the person who will oversee compliance in this area.
SFA Response