

Administrative Review Report

St. Josaphat Basilica School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	03/04/2020	04/08/2020
On-Site Review	04/08/2020	04/10/2020
Site Selection Worksheet	03/05/2020	03/05/2020
Entrance Conference	04/08/2020	04/08/2020
Exit Conference	04/08/2020	04/08/2020

Commendations:

Notes from the NPC: Thank you to St Josaphat school nutrition staff and leadership for their cooperation during this protracted off-site AR. St Josaphat does a good job of meeting Child Nutrition Program requirements within the CEP. Counting and claiming is accurate. Student's civil rights are protected. The staff who run the Child Nutrition Programs are all new to their positions in 2019-20 SY and have worked hard to understand program requirements and meet them.

Notes from the Public Health Nutritionist: Thank you to the staff at St Josaphat Basilica School for being so patient and understanding during this off-site review. COVID-19 presented many unforeseen challenges but everyone was accommodating and willing to put in the work to complete this review. Despite having very new staff in the kitchen, the meal components and quantities section of this review was excellent. It is clear that serving healthy school meals to students is important to everyone at St Josaphat Basilica and we thank you for your efforts.

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1212	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Food Service Director was hired after July 1, 2015 and does not meet the Professional Standards hiring requirements for this SFA (7 CFR 210.30(b)(1). FSD needs proof of High School graduation.</p> <p>CA 1: Review the Professional Standards hiring requirements on the School Nutrition Team website and submit a statement of understanding of the hiring requirements for your SFA.</p> <p>CA 2: Complete the Professional Standards Exemption form and submit to SNT Assistant Director.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Documentation of all school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. Track training for non-food service staff also including Authorized Rep.</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	Saint Josaphat Parish Sch	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History		<p>Finding: Production records are required as documentation that the school is serving a reimbursable meal. The lunch production records for the week of review indicated "fruit- 1/2 cup" daily. The specific fruit type and serving size should be indicated daily. It is acceptable to only indicate "fruit" on a monthly menu. Please ensure you are recording the specific fruit type and serving size daily on your production records. Corrective Action: Have FSD submit a statement explaining what will be done to the future records so that fruit type and serving size is clearly indicated.</p>
	CAP Submitted	FSD will verify all incoming documents from the Food Vendor to ensure recording of specific fruit type is indicated. As a corrective action, FSD will scribe on the production record what type of fruit is being served for the day, and follow-up with the Food Vendor to re-submit production records specifying the fruit type and serving size.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
08/05/2020	2199		Administrative Review					

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Comments						
			Created By	Created Date		
Every summer, the School Nutrition Team (SNT) hosts summer trainings around the state. These trainings are completely optional! Due to COVID-19, these trainings will be conducted virtually and the videos are available for viewing until September 4, 2020. There is no charge, registration, or course sign-up required for these trainings. Many trainings are available in Spanish. These trainings can all be used to complete required annual training hours. Please view the extensive list of course and find direct links to the videos on our SNSDC webpage: https://dpi.wi.gov/school-nutrition/training/snsdc				8/5/2020 12:00:40 PM		
08/05/2020	2198		Administrative Review			
Comments						
			Created By	Created Date		
Monthly Edit Check: USDA regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to submitting counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. Those school agencies with computerized meal counting systems or in process of purchasing such a system should ask vendors about the edit check feature. A paper edit check to be used by CEP schools can be found at: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/cep-editcheck.xlsx				8/5/2020 11:54:56 AM		
08/05/2020	2197		Administrative Review			
Comments						
			Created By	Created Date		
LWP Triennial Assessment • SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)). • The SFA's first triennial assessment must be completed by June 30, 2020. • The assessment must measure the SFA's compliance with their LWP, contain a description of the SFA's progress toward meeting policy goals, and how the policy compares to a model policy. • A report must be developed and released to the public. There is no mandatory template for this report. • FNS requires the WellSAT Tool as a resource to compare your policy to a model policy. All materials and tools needed to complete a triennial assessment can be found on the DPI SNT website.				8/5/2020 11:50:38 AM		
08/05/2020	2196		Administrative Review			
Comments						
			Created By	Created Date		
Special Dietary Needs • The USDA requires that any school participating in the National School Lunch Program and accepting federal dollars MUST accommodate all special dietary requests that are signed by an authorized medical professional (anyone in WI allowed to write a prescription) or written in an IEP or 504 plan. If the child does not have a signed medical statement, the SFA can determine if their policy will accommodate personal requests. Important considerations are: o Accommodations without a medical statement must meet meal pattern requirements and/or fall within offer vs. serve. o If an accommodation without a medical statement is made, then all accommodation requests must be made to ensure civil rights. This can get complicated and costly. • A signed medical statement from a licensed medical practitioner (in WI anyone who can write a prescription) 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. • It is recommended, but not required, for SFAs to use the prototype Medical Statement for Special Dietary Needs posted on the DPI SNT website, which is also available in Spanish and Hmong. • SFAs may at their discretion, choose to accommodate special dietary requests without a signed medical statement from a licensed medical practitioner. These accommodations must meet the USDA meal pattern requirements in order for the meals to be reimbursable. It is highly recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are equitable for everyone. • Juice may not be substituted for fluid milk unless juice is specified as a substitution on a medical statement signed by a licensed medical practitioner. Water is available to all students, but an SFA may choose to offer lactose free milk or provide a fluid milk substitute that meets the nutritional requirements set forth by USDA. Nutrition information for a fluid milk substitute the SFA wishes to provide for students must be approved by the SNT office. Fluid milk substitution rules apply to all federal school nutrition programs except the Wisconsin School Day Milk Program (WSDMP). WSDMP allows juice as a milk substitution and is reimbursable.				8/5/2020 11:44:37 AM		
08/05/2020	2195		Administrative Review			

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Comments				Created By	Created Date
Civil Rights Training Civil rights training, such as the Civil Rights webcast, must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program including nonfood service staff. Keep a signed, dated roster of all those who completed the civil rights training.					8/5/2020 11:43:33 AM
08/05/2020	2194		Administrative Review		
Comments				Created By	Created Date
Each year School Nutrition Program Directors must complete 12 hours of annual continuing education/training. Each year, staff with responsibility for school nutrition programs must complete annual training that is applicable to their job. Documentation of trainings/continuing education must be maintained for all school food service staff to demonstrate the minimum training requirements are being met (7 CFR 210.30). Information on the required number of training hours can be found on the DPI SNT website and is according to position and number of hours worked per week. Each staff person needs a training tracker which indicates for each school year the date of trainings, hours of training, subject, who provided the training, and what format the training was in. SFAs can develop their own system of tracking or use one of the trackers available on the DPI SNT website.					8/5/2020 11:37:42 AM
08/05/2020	2193		Administrative Review		
Comments				Created By	Created Date
The CEP Calendar of Requirements can be found on the DPI SNT website: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/calendar-of-requirements-cep.pdf and should be referenced regularly to ensure program reports are completed and submitted as required.					8/5/2020 11:28:36 AM
08/05/2020	2192		Administrative Review		
Comments				Created By	Created Date
All SFAs participating in USDA School Meals Programs are required to submit a food service Annual Financial Report (AFR) each year. The report categorizes food service revenues and expenditures by program for July 1 through June 30, which is the school fiscal year. The AFR is due annually by August 31, and can be submitted electronically by accessing Online Services or the Reporting webpage. The report may be amended online through December 31 for the prior school year. Ensure the beginning balance of the current school year matches the ending balance of the previous school year.					8/5/2020 11:25:28 AM