

Administrative Review Report

Hope Christian Schools, Inc.: Prima

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/01/2019	12/13/2019
On-Site Review	12/17/2019	12/18/2019
Site Selection Worksheet	10/20/2019	10/31/2019
Entrance Conference	12/17/2019	12/17/2019
Exit Conference	12/18/2019	12/18/2019
Corrective Action Due Date	1/29/2020	1/29/2020

Commendations:

From the Nutrition Program Consultant (NPC):

Thank you to the Food Service Director, food service staff and school staff for the courtesies extended to us during the on-site review. Thank you for being available to answer questions and provide additional information requested. Everyone was very friendly, helpful, and receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions in SNACS as well as pulling records for the on-site portion of the review. The DPI review team appreciates the eagerness of the staff for their willingness to make changes to meet School Nutrition Program regulations immediately, prior to and during the review. The Food Service Director (FSD) is very organized and receptive to suggestions. The FSD is extremely knowledgeable of the program requirements. The FSD is extremely motivated to run excellent school nutrition programs. It shows by how well trained the food service staff are and the high participation within the programs. Keep up the great work!

From the Public Health Nutritionist (PHN):

Thank you to the staff at Hope Christian: Prima 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 questions and requests, as well as pulling records for the onsite portion of the review. The DPI review team appreciates the eagerness of the staff for their willingness to make changes to meet school nutrition program regulations. The staff is doing a wonderful job implementing the program regulations to ensure students are receiving nutritious meals throughout the school day.

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Findings and Corrective Action:

Site Name	HOPE Christian School: Prima	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #		
TA Log #	TA Log# exists	
Due Date	January 29, 2020	
Corrective Action Status	Flagged	
Corrective Action History	Flagged PHN 12/18/2019 10:45 AM	<p>Finding: Recipe 000640 for barbeque chicken on a bun did not have the correct crediting. The recipe said that each sandwich credits as 2 oz eq meat/meat alternate (m/ma), however, the recipe only credits as 1.5 oz eq m/ma. It may be due to the fact that a different chicken product was used (instead of the product listed in the ingredients on the recipe). A standardized recipe must list exactly the products used, otherwise it is not standardized.</p> <p>Corrective Action: Review, update and submit a revised recipe.</p>
Site Name	HOPE Christian School: Prima	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	TA Log# exists	
Due Date	January 29, 2020	
Corrective Action Status	Flagged	
Corrective Action History	Flagged PHN 12/18/2019 10:28 AM	<p>Finding: SFA is using the meal pattern flexibility for pre-k students, however, they are not truly comingled at lunch since they are being served from a separate service window and line.</p> <p>Corrective Action: Implement the pre-k meal pattern at lunch as soon as possible. The pre-k meal pattern better meets the nutritional needs of the preschool students and thus, the sooner it is implemented the better. Submit a statement that explains your plan to implement the pre-k meal pattern.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/18/2019	1220	1005	Administrative Review	ALL	Food Service Director			NPC
Comments								
Local Wellness Policy					Created By		Created Date	
<p>Technical Assistance: Regarding the Triennial Assessment, complete an assessment of the Local Wellness Policy by June 30, 2020. To do this, use the WellSAT on wellsat.org to evaluate the assessment. Then use the WI Team Nutrition Local Wellness Policy report card to continue the assessment. Once these are completed, make the results known to the public via email, newsletter, social media, or posting it to the school website.</p>					NPC		12/18/2019 10:43:04 AM	
12/17/2019	1197		Administrative Review	HOPE Christian School: Prima				PHN

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Comments					
School Breakfast Challenge			Created By		Created Date
Join schools throughout Wisconsin to increase breakfast participation or to start a new breakfast program. The challenge begins December 2nd, 2019. Schools with the highest increase in breakfast participation will win up to \$1,000! New this year, participate in the Big Cheese bonus round for a chance to win an additional \$1,000 for your program. Prizes are provided by No Kid Hungry. Visit http://bit.ly/SchoolBreakfastChallenge for details.			PHN		12/17/2019 1:03:31 PM
12/17/2019	1196		Administrative Review	HOPE Christian School: Prima	PHN
Comments					
Around the World in 80 Trays			Created By		Created Date
Around the World in 80 Trays Help the SNT reach our goal of 80 SFAs participating in Around the World in 80 Trays. Take the pledge and use the week of January 21-24, 2020 to introduce new flavors, create culturally inspired dishes, explore the tantalizing world of herbs and spices and connect with students. Visit the NSLP webpage for event information. Document the event (pictures, video, sound clips etc) and send to DPIFNS@dpi.wi.gov so we can share your success on social media.			PHN		12/17/2019 1:03:05 PM
12/17/2019	1226		Administrative Review	HOPE Christian School: Prima	PHN
Comments					
Lunch Service Time			Created By		Created Date
<p>USDA National School Lunch regulations encourage schools to provide sufficient lunch periods that are long enough to give all students adequate time to be served and to eat their lunches. The Center for Disease Control and Prevention (CDC) recommends giving students at least 20 minutes of seat time. Seat time is different than the length of the meal period because many activities can shorten the time to eat, including waiting in line.</p> <p>By allowing students more time to eat, there will likely be less food waste. Reviewers noted a lot of food waste.</p> <p>During onsite observation it was observed that students were not given adequate time to eat. For example, reviewers noted a lunch service start at 12:02pm, the last student in line was seated with their meal at 12:11pm and then were instructed to clean up and throw away their food at 12:17pm. The last student only had 6 minutes to eat. Reviewers also noted multiple students quickly trying to eat more food while they were in line to throw their tray away.</p> <p>Reviewers strongly encourage changes to be made to the meal service system. Most classes were noted to have a scant 20 minute lunch period (most of which was taken up by standing in line).</p>			PHN		12/18/2019 11:11:46 AM
12/17/2019	1225		Administrative Review	HOPE Christian School: Prima	PHN
Comments					
Buy American			Created By		Created Date
The food vendor provides the documentation for the Buy American provision and then shares it with the SFA via google drive. The documentation is nicely organized and frequently updated.			PHN		12/17/2019 10:41:12 AM

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12/17/2019	1219		Administrative Review	HOPE Christian School: Prima			PHN
Comments							
BBQ Chicken Recipe				Created By		Created Date	
<p>The recipe for the chicken sandwich for onsite observation at lunch was incorrectly credited at 2 oz eq meat/meat alternate (m/ma). Upon review of the recipe, it was found that the recipe only credits as 1.5 oz eq meat/meat alternate. This was discussed with the food vendor, who provides the recipes and foods, and the recipe will be updated to reflect the current chicken product used and the correct crediting. For the day of onsite observation the m/ma crediting still met the daily minimum.</p>				PHN		12/18/2019 10:39:56 AM	
12/17/2019	1216	406	Administrative Review	HOPE Christian School: Prima			PHN
Comments							
Pre-K Students				Created By		Created Date	
<p>Even though pre-K students are served at the same time and same place as K-5 students, they are served out of a separate service window and separate service line at lunch. Therefore, since it is possible for service staff to differentiate between pre-K and older students they need to follow the infant and pre-K meal pattern for K4 and K5 students at lunch. Note, chocolate milk is not allowed for pre-K students. Visit the Infant and Pre-K webpage for more information.</p>				PHN		12/18/2019 10:23:20 AM	