



## Administrative Review Summary and Corrective Actions

SFA Name:	St John Paul II Congregation
SFA Code/ ID Number:	409661
Administrative Review Conducted on:	March 22,2018

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on March 22,2018 an exit conference summarizing the findings took place on the same day.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

Section 207 of the Healthy, Hunger Free Kids Act amended section 22 of the NSLA (42 U.S.C.1769c) to require State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website, and the SFA is strongly encouraged to post a summary on the SFA's public website. To meet this requirement, a copy of the full Administrative Review Summary Report will be posted on the School Nutrition Team website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> within 30 days of the SFA receiving the final AR report.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by **May 4, 2018**. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Fiscal action is required to be calculated per 7 CFR 210.18 for critical violations to reclaim unearned reimbursement. In addition, withholding of program payments is required if documentation of corrective action is not received within 30 days of the date negotiated at the exit conference, or as later extended upon written request if extraordinary circumstances delay completion of corrective action within the originally negotiated timeframe. Uncorrected errors are subject to reclaim for the entire school year.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved. You have the right to appeal the denial of all or part of a claim for reimbursement or withholding of funds. If applicable, appeal rights will be provided with the notification of the fiscal action calculation. Please note, there is the possibility of a follow-up review should corrective action not be completed or to verify corrective action was completed system-wide, as appropriate.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office.

## Administrative Review Technical Assistance Summary

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### Commendations & Suggestions

Outstanding job meeting all of the requirements for breakfast. All daily and weekly meal component and food quantity requirements were met for the week of menu review for breakfast.
The food service staff were very helpful and readily available to answer all questions. The staff is a knowledgeable about the lunch program and enjoy feeding the students.
Beth Eichman was very accommodating and had all information for me to do the review. She made sure I had all information so in her absents I could still complete the review.

### Other areas of Technical Assistance (Does NOT require SFA Response)

Menu Review- technical assistance was provided in an email to the SFA with the lunch menu review results. Suggestions were provided to bring the menus into compliance.
Resource Management - Annual Financial Report The SFA did not correctly complete the Annual Financial Report (AFR) submitted to DPI. The SY 16-17 report shows all revenues in the "Operating Transfer" column. Only the amount of general funds used to zero out a loss in the food service account should be reported in this column. All USDA reimbursements and any other earned revenue should be reported in the "School Food Revenue" column. DPI's training on how to complete the report can be found under "Annual Food Service Financial Report" on DPI's financial website: <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial</a> )
Wellness Policy- technical assistance was provided, the SFA is in the process of writing and approving the Wellness policy. During the on-site all of the required areas of the policy were reviewed with the SFA. The SFA should reach out to parents as well as their school wellness team to help in the development process of the Wellness Policy.

SFA Name:  
St John Paul II Congregation

Site(s) Selected for Review:  
1 St. John Kanty School

NSLP Grade Group: K-5, K-8

SBP Grade Group: K-8

N/A

SFA ID Number:  
409661

Week of Menu Review:  
2/5/18 - 2/9/18

**Menu Review Findings: Lunch**

**Site 1: Kindergarten Only**

1. For the week of menu review, the lunch menu did not meet the minimum daily vegetable requirement. Vegetables were offered daily, however the minimum required portion size was not met.
2. For the week of menu review, the lunch menu did not meet the minimum weekly requirement for the dark green vegetable subgroup.
3. For the week of menu review, the lunch menu did not meet the minimum weekly requirement for the red/orange vegetable subgroup.
4. For the week of menu review, the lunch menu did not meet the minimum weekly requirement for the beans/legumes vegetable subgroup.

**Technical Assistance**

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the National School Lunch Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

*For detailed regulations see: 7 CFR 210.10*

Required Criteria for Response to Findings	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement that the daily vegetable and dark green, red/orange, and beans/legumes vegetable subgroup requirements are now met. Include details to describe what specific changes were made to the menu to correct all menu review findings and bring the menu into compliance.			
2. Submit any necessary documentation to demonstrate that the menu findings listed under step 1 are now corrected. This documentation may include: production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes. Reference the menu review results report for specific details and suggestions to bring the menu into compliance.			
3. List the steps that will be taken when a site does not have one of the planned menu items or there are insufficient quantities on the serving day.			

**Required Corrective Actions- Menu Review**

4. Provide a written statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
5. Submit the position title(s) of the School Food Authority representative(s) that will oversee this area and ensure future compliance.			

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Administrative Review Conducted: March 22,2018  
 Site(s) Selected for Review: St. John Kanty School

Date Corrective Action Plan was provided to SFA: 4/4/2018

Due Date for Corrective Action Plan: 5/4/2018

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.  
Please enter the detailed response for each in the spaces provided .

Finding #1:On Site Monitoring			
On-site monitoring was not completed for all or some of the sites within the SFA for breakfast and lunch .			
Technical Assistance			
During the review, the requirement for on-site monitoring was reviewed with the SFA. It was determined that the SFA is not completing on-site monitoring for all or some of the sites within the SFA. Since the SFA has multiple sites, they are required to monitor the lunch counting and claiming system for each site in the SFA prior to February 1st of each year.			
210.8(a)(1) On-site reviews and 220.11(d)(1)On-site reviews			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that all on-site monitoring will be completed for all sites by February 1, each year moving forward.			
4. Provide copies of the on-site monitoring forms that have been completed for the current school year.			

Finding #2: Wellness Policy			
The SFAs Local School Wellness Policy has not been reviewed or updated. There is no assessment component of the wellness policy.			
Technical Assistance			
During the on-site review, Local Wellness Policies were discussed with the SFA. The Local Wellness Policy is required to be reviewed and updated on a periodic basis to ensure that the policy reflects current requirements and SFA practices.			
210.31(e) Local School Wellness Policy			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a link or a copy of the reviewed and updated wellness policy.			

### Finding #3: Professional Standards

The SFA is not tracking training hours.

#### Technical Assistance

During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must track the hours of training completed by all School Nutrition staff. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

#### *210.30(g) School food authority oversight.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA must track the hours of training completed by all School Nutrition staff.			
4. Provide a copy of the tracker that will be used by the SFA.			

### Finding #4: Water

Free potable water is not available to students for lunch and for breakfast.

#### Technical Assistance

During the review, the requirements for potable water were discussed with the SFA. It was determined that free potable water is not available to students for lunch and breakfast. To be in compliance, the school must ensure that free potable water is made available to students during the meal service wherever meals are served, without restriction.

#### *210.10(a)(1)(i) Requirements for lunch and 220.8(a)(1) General nutrition requirements.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide the process that will be implemented to ensure that all student have access to water during the meal period.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date

**Required Corrective Actions- Review Areas**  
indicated.

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



*Administrative Review Team*

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