

# Administrative Review Report

St. Joseph's School

Review  
Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/20/2019	12/16/2019
On-Site Review	02/20/2020	02/20/2020
Site Selection Worksheet		
Entrance Conference	02/20/2020	02/20/2020
Exit Conference	02/20/2020	02/20/2020

## Commendations

*From the Nutrition Program Consultant:*

My sincere thanks to the staff of St. Joseph's School for the great cooperation during this administrative review. I appreciate your time and efforts spent preparing for and participating in the administrative review process.

The staff at St. Joseph's maintain a pleasant lunch environment. They have friendly smiles for the students and production and service spaces are clean and tidy. I was especially impressed with how well behaved the students are and how helpful the older students are to the younger students. Awesome job and thank you for what you do for kids!

*From the Public Health Nutritionist:*

Thank you to all staff at St. Joseph's Parish School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to staff for sending meal compliance documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Thank you for serving healthy, nutritious meals to the students of the Grafton community!

For more in depth technical assistance see the 19-20 Program Reminders that has been uploaded to the documents tab in SNACS.

For additional questions or information on the USDA Child Nutrition Programs, feel free to contact the school nutrition team specialists or visit the [DPI school nutrition webpage](#).

## Recommendations

The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts school nutrition training each summer in various locations around the state including Milwaukee. The SNT also offers webcasts to cover many areas of the school nutrition programs including administrative/financial responsibilities, program basics, menu planning requirements, free/reduced benefit issuance, and many other topics.

Since the bookkeeper is new to St. Joseph's I recommend watching the [Annual Financial Report webcast](#) and the [Civil Rights webcast](#). I also recommend attending the summer training class, [Financial Basics: Resource Management](#) which will cover the requirements of maintaining the non profit food service account for the National School Lunch Program

Find more information on these training opportunities on the [DPI School Nutrition Training webpage](#).

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	300	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/25/2020 11:37 AM</p>	<p><b>Finding:</b> The 8th grade class sells sack lunches the first week of school (the last week in August) as a fundraiser. These meals are sold in the cafeteria, at lunchtime and are the only lunch option for students.</p> <p>The National School Lunch Program (NSLP) Permanent Agreement states that schools must provide a reimbursable meal every day they are in session. Thus, meals that meet the meal pattern must be served. In addition, the meals must be offered at the price specified in the NSLP contract to help prevent financial hardship for families purchasing these meals. Fundraising cannot be part of the National School Lunch Program (NSLP) nor compete with the NSLP.</p> <p><b>Corrective Action:</b> Submit a statement explaining how meals will be provided before the contract with the joint school, Grafton School District, requires them to provide meals. Please confirm that the students will be charged the meal price listed on the contract with DPI, and list the components the meals will include to ensure they are reimbursable.</p>
<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/20/2020 10:55 AM</p>	<ul style="list-style-type: none"> <li><b>Finding:</b> The SFA does not have a clear Unpaid Meal Charge Policy in place that is communicated and distributed to the households, annually. 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 <a href="#">Unpaid Meal Charges In a "Nutshell"</a>. For a comprehensive overview including best practices and helpful materials, see the <a href="#">Unpaid Meal Charges</a> section of the DPI SNT website or the <a href="#">USDA Unpaid Meal Charges webpage</a>.</li> </ul>

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		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 #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 02/11/2020 01:08 PM	Finding: On the Annual Financial Report, school food revenue from reimbursements was reported under operating transfers. Also, there were expenses allocated to equipment which should be allocated to purchased services or other. Only equipment over \$5000 or the SFA's capitalization threshold should be allocated to equipment (7 CFR 210.19). CA: Review the Annual Financial Report webcast then update the 2018-19 Annual Financial Report moving the above items to the correct category. Print the Child Nutrition Report, manually make the changes, and upload the corrected report into SNACS. Once approved, the DPI reviewer will forward the corrected report to the DPI accountant to make the adjustments.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/20/2020 12:37 PM	Finding: The SFA has not communicated with families the process of how to request meal modifications. CA: Submit a statement of what your meal modification procedure will be, how this will be communicated to families, and when this will be put into place.
Site Name		
Form Name	Local School Wellness (1007)	
Question #	1007	
TA Log #	TA Log# exists	
Due Date		

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/11/2020 01:17 PM	Finding: The Local Wellness Policy (LWP) is missing language in four required areas per the LWP checklist found on our website. The <a href="#">LWP area</a> of the website has helpful information including the <a href="#">Local Wellness Policy Checklist</a> which contains sample language. When revising your Local Wellness Policy it is recommended to use this checklist to ensure all required areas are included in your policy. The missing areas of the policy are: 1. Foods sold outside of school meals program 2. Food and Beverage 3. Physical Activity 4. Triennial  CA: Provide a timeline when the LWP will be updated to include content for all required items.
<b>Site Name</b>		
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1400	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/25/2020 11:00 AM	Finding: The food safety plan is site specific and has been updated. However, it is missing SOPs for <a href="#">Time as a Public Health Control</a> , <a href="#">Milk Barrels</a> , and <a href="#">Field Trips Meals</a> . Each school must have a written site specific food safety plan, including all required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). (7 CFR 210.13). CA: Create the SOPs to be specific to your operation and upload them to SNACS. Provide a statement of when applicable staff will be trained on the new SOPs. Note: anytime new SOPs are added DPI recommends having these reviewed by your sanitarian/health inspector.

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/25/2020	1773	803	Administrative Review	ALL	Person responsible for Civil Rights Complaints pro			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs.								2/25/2020 11:29:01 AM

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<ul style="list-style-type: none"> <li>It is recommended SFAs use the DPI SNT template <a href="#">Civil Rights Complaint Procedures</a> to create written procedures.</li> <li>An 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.</li> <li>If a complaint of discrimination is received at your district, the following procedures should be followed:             <ol style="list-style-type: none"> <li>Document the complaint using the <a href="#">USDA Program Discrimination Complaint Form</a>.</li> <li>Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 Email: <a href="mailto:jessica.sharkus@dpi.wi.gov">jessica.sharkus@dpi.wi.gov</a></li> <li>Maintain a <a href="#">Civil Rights complaint log</a> at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know.</li> </ol> </li> </ul>									
02/19/2020	1711		Administrative Review		FSD				
Comments									
The Quantity Prepared column on the production record is used incorrectly. This column should document the quantity of food prepared in the correct purchase units (i.e. #10 cans, boxes, bags, etc.) opened and used for meal service. Currently, it is used to document the planned number of servings. The planned number of servings should be documented in the Planned Servings Total (Plan Svgs Total) column on the production record.						Created By		Created Date	
								2/19/2020 6:26:21 AM	
02/19/2020	1710		Administrative Review		FSD				
Comments									
French toast sticks served at lunch on 1/7 are credited incorrectly. Four, French toast sticks are noted to credit for 2.0 oz equivalent (eq.) grain on the production record; however, per the CN label, four sticks credit as 1.25 oz eq. grain. Although, this does not result in a daily shortage for the K-8 meal pattern, the Food Service Director (FSD) should consider correcting the crediting information on the production records.						Created By		Created Date	
								2/19/2020 6:25:19 AM	
02/11/2020	1628	1007	Administrative Review	ALL	Person responsible for Local Wellness Policy				

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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 recommends the WellSAT Tool as a resource to conduct the LWP triennial assessment.		2/11/2020 1:18:41 PM