

Administrative Review Report

St. Paul Lutheran School

Schedule Type	Start Date	End Date
Off-Site Review	11/06/2019	11/27/2019
On-Site Review	01/08/2020	01/09/2020
Site Selection Worksheet	11/06/2019	11/13/2019
Entrance Conference	01/08/2020	01/08/2020
Exit Conference	01/09/2020	01/09/2020

Commendations:

Thank you to the staff at St Paul's Lutheran School District 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 on-site portion of the review.

It was a pleasure to meet and work with school nutrition staff. All staff members were kind and welcoming. The lunch meal service was organized and appealing. The dining area was warm and inviting. It was a pleasure to visit St Paul's Lutheran School.

Recommendations:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).

Administrative Review Report

St. Paul Lutheran School

- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.USDA.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

Findings and Corrective Action:

Site Name	
Form Name	Civil Rights (800 - 807)
Question #	803
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>CA: Provide a timeline for when a school meal program complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.</p>
Site Name	
Form Name	Civil Rights (800 - 807)
Question #	806
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to teachers who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p>CA: Provide the civil rights training to teachers that interact with program applicants found on the DPI website. Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
Site Name	

Administrative Review Report

St. Paul Lutheran School

Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content. A checklist was provided with items that need updating (7 CFR 210.31).</p> <p>CA: Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>	
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>CA: Provide a statement on how potential stakeholders will be notified and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>	
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: SFA is following the POS per food service contract however it was noted the POS check off roster process needs an additional step. Meals are ordered in the morning and a list is then generated with the students that ordered a meal. At the POS during the lunch hour the teachers review the roster which was generated and check to see that students take either their entrée choice or a cold milk. A color ticket is then provided that identifies the entree the student ordered. However, there is not a check mark made on roster after the student goes through the POS. It was observed that three students checked themselves off for a meal or milk with no adult supervision. These are not acceptable practice.</p> <p>CA: Please correct the process immediately and submit a statement on how these issues will be corrected moving forward.</p>	

Administrative Review Report

St. Paul Lutheran School

Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: The correct non-discrimination statement was not included in student handbook.</p> <p>CA: Moving forward update the handbook to include the non-discrimination statement. Provide a statement of understanding of this requirement.</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 director is not being tracked on a tool to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>CA: Include all training hours completed this school year for director onto the USDA or DPI professional standards training tracking tool or a similar tool. If using a similar tool please be sure to include date of hire, typical hours worked and role.</p> <p>Finding: The director does not have the required food safety training which is required every five years.</p> <p>CA: Please submit a timeline of when this required training will occur.</p>	
Site Name	Saint Paul Lutheran School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: Pre-K students are being served the K-8 meal pattern, but are not served at the same time as the older students. Children who are not yet in kindergarten must be served the pre-K meal pattern if not co-mingled with other grade groups at meals. Per onsite observation, there is sufficient time between the pre-K students' meal service and the K-8 students' meal service to allow for alternate food(s) and/or portioning utensils so that each grade grouping is served an age-appropriate meal pattern.</p> <p>CA: Submit a statement describing the specific changes made to meal service in order to serve the pre-K students the age-appropriate meal</p>	

Administrative Review Report

St. Paul Lutheran School

		pattern. Please refer to the meal pattern table to ensure all meals meet the updated pre-K meal pattern: https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_childmealpattern.pdf
Site Name	Saint Paul Lutheran School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There was a weekly grain shortage at lunch during the week of review where only 7.75 oz eq grain was offered over the course of the week, which does not meet the minimum 8.0 oz. eq. grain requirement for the K-8 meal pattern. Please see Technical Assistance for further information.</p> <p>CA: Submit a statement explaining how this weekly grain shortage will be fixed during the week of review. Include any necessary serving size or recipe adjustments along with corresponding crediting documentation. **Please note that on future Administrative Reviews, repeat violations of minimum quantity shortages may result in fiscal action.</p>
Site Name	Saint Paul Lutheran School	
Form Name	Offer vs Serve (500-502)	
Question #	501	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Although no non-reimbursable meals were observed during the day of onsite review, there remains confusion regarding portioning, reimbursable meals, and OVS requirements with some staff members, particularly those involved in overseeing the students utilizing the Garden Bar.</p> <p>CA: Have staff responsible for assisting students and determining reimbursable meals attend a training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted. OVS resources on WI DPI's Menu Planning webpage may be used as training resources: https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</p>
Site Name	Saint Paul Lutheran School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		

Administrative Review Report

St. Paul Lutheran School

Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location. CA: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. Corrected onsite, no further action required.</p>	
Site Name	Saint Paul Lutheran School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: It was noted that a cart with cleaning products was near the food service line. These products should be located in another area away from the food service line. CA: Please adjust the location of the cleaning products. Submit a statement of where the cleaning products will be relocated to during meal service.</p>	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/08/2020	1328	501	Administrative Review	Saint Paul Lutheran School	Business Administrator			
Comments						Created By	Created Date	
Some staff did not have a clear understanding of the Offer Versus Serve (OVS) requirements for lunch, particularly in regards to the Garden Bar. Although all students observed took a reimbursable meal, it is important for staff to understand OVS requirements. OVS resources on WI DPI's Menu Planning webpage may be used as training resources: https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ovs Additional signage at the Garden Bar would also be helpful.							1/15/2020 1:24:34 PM	
01/08/2020	1327	500	Administrative Review	Saint Paul Lutheran School	Business Administrator			
Comments						Created By	Created Date	
Offer Versus Serve (OVS) is not an allowable service style under the pre-K meal pattern is not appropriate for pre-K students. It may interfere with the nutrition goals of the pre-K meal pattern, as well as the goal of introducing new foods to children while they are still developing food preferences. Instead, pre-K students should be served all the required components in at least the minimum							1/15/2020 1:14:49 PM	

Administrative Review Report

St. Paul Lutheran School

amounts at each meal or the SFA may implement family style meal service.								
01/08/2020	1326	410	Administrative Review	Saint Paul Lutheran School	Business Administrator			
Comments								
						Created By	Created Date	
Insufficient weekly quantity: grain shortage. A minimum of 7.75 oz eq grains was offered. The K-8 meal pattern requires a minimum of 8 oz eq. SA identified a recipe, Macaroni & Cheese #VEG 041, with incorrect crediting information (one serving credits as 0.75 oz eq rather than the 1 oz eq listed), which contributed to the 0.25 oz eq shortfall. This recipe was last revised 10/2012. More timely updates to standardized recipes will ensure that products and crediting are accurate.							1/15/2020 1:00:12 PM	
01/08/2020	1325	406	Administrative Review	Saint Paul Lutheran School	Business Administrator			
Comments								
						Created By	Created Date	
Pre-K students are allowed to be served the K-8 meal pattern only when they are served at the same time and in the same place as the other grade groups, under the co-mingling flexibility. This flexibility may be used in situations in which it would be a challenge for staff to determine a child's grade during meal service or when it would be difficult to provide each age group the proper foods and portion sizes according to the grade-appropriate meal patterns.							1/15/2020 11:58:48 AM	
01/08/2020	1324	404	Administrative Review	Saint Paul Lutheran School	Business Administrator			
Comments								
						Created By	Created Date	
All observed signage meets current minimum standards. However, students would benefit from additional signage at the self-serve salad bar which more clearly communicates portion sizes for fruits and vegetables in order to help them build reimbursable meals, which will then be more easily identified at Point of Sale. A Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).							1/15/2020 11:33:57 AM	
01/08/2020	1323	403	Administrative Review	Saint Paul Lutheran School	Business Administrator			
Comments								
						Created By	Created Date	

Administrative Review Report

St. Paul Lutheran School

Under the CACFP meal pattern, pre-K students aged 3-5, who are not co-mingled with K+ students, may not be served flavored milk. Allowable milk types include unflavored 1% or skim.		1/15/2020 11:21:01 AM
--	--	-----------------------