

Administrative Review Report

Burlington Catholic School, Inc.

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/07/2024	11/18/2024
On-Site Review	11/25/2024	11/26/2024
Site Selection Worksheet	10/14/2024	10/14/2024
Entrance Conference	11/25/2024	11/26/2024
Exit Conference	11/26/2024	11/26/2024

From the NPC: Thank you for the warm welcome. this Administrative Review was amazing. It is apparent that you all have passion, and you also like to make coming to work fun. Thank you for feeding the kiddos of the Burlington and surrounding communities. Hats off to Suzy and Carol and all the others involved in the School Nutrition Program.

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/25/2024 03:08 PM</p>	<p>Finding: The SFA does have an Unpaid Meal Charge Policy in place. The updated Unpaid Meal Charge policy must be communicated and distributed to the households, annually.</p> <p>Corrective Action: Provide a timeline of when the policy will be updated and implemented and how the households will be notified annually. Upload statement into SNACS.</p>
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	25	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/26/2024 01:53 PM</p>	<p>Finding : The National School Lunch Program (NSLP) aims to provide students with nutritious, balanced meals and promote lifelong healthy eating habits. Offering portions that significantly exceed the daily minimum serving size can undermine these goals, increase food costs, and may not align with dietary specifications. Schools are encouraged to prioritize the best interests of students by serving healthful, portion-appropriate meals.</p> <p>Corrective Action: Submit a statement of understanding that when students are not charged an a la carte price for extra portions of the entrée, sides or milk the calories, saturated fat, and sodium of these portions must be included in the weekly dietary specifications.</p>
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/25/2024 03:37 PM</p>	<p>Finding: SFA is not following the current approved point of service on field trips.</p> <p>Corrective Action: Update the fieldtrip practice and upload the updates into SNACS.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 11/26/2024 01:59 PM	<p>Finding : The milk types and condiment information must be filled out with the amount prepared, leftover and served just like all the other items being offered as part of the reimbursable meal.</p> <p>Corrective Action : Submit a statement of understanding that moving forward, the information for the milk types and condiments will include the amount prepared, leftover and served on the production records.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/26/2024 02:01 PM	<p>Finding: Incomplete salad bar production records during the week of review. Per 7 CFR 210.10(a)(3) , records must show how the meals offered contribute to the required meal components and food quantities for each age/grade group every day. There were no serving sizes on the salad bar production records. Salad Bar production records must meet the same criteria as production records used to record main line items.</p> <p>Corrective Action: Upload an updated Salad Bar production record with serving sizes for each menu item. Production record requirements and salad bar/garden bar templates can be found on the Production Record webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/26/2024 01:57 PM	<p>Finding: Standardized recipes missing required information. Per 7 CFR 210.10 (c)(5) , all schools must develop and follow standardized recipes. Standardized recipes are required for all menu items made in-house with more than one ingredient. In addition, when the number of servings, ingredients, or preparation instructions change, an updated standardized recipe is required to accurately reflect these changes.</p> <p>During the week of review, the following recipes: Garlic Seasoned Pasta, Roasted Red Pepper Hummus, Lemon Garlic Hummus, Breaded Chicken Patty with Sauce, and Refried Beans were not standardized and missing the following information: Recipe Yield Total Number of Servings</p> <p>Corrective Action: Upload into SNACS a standardized recipe for each of the recipes above making sure to include the missing and/or inaccurate information. Be sure to include all requirements of a standardized recipe.</p> <p>Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged	Finding: SFA is not maintaining documentation for all non-domestic products served in the school meal programs. Per 7 CFR 210.21(d) , SFA's must purchase, to the maximum extent practicable, domestic commodities or products. When purchasing a non-domestic item, SFA's must maintain documentation demonstrating the exception, except when the item purchased is found on the FAR at 48 CFR 25.104 when using an exception under paragraph (d)(5)(i) .
	11/26/2024 02:10 PM	The following products were identified in the SFA's storage area as non-domestic and not documented: Orange Juice (USA, Brazil, Costa Rica and/or Mexico) Broccoli (Mexico) Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products listed above. WI DPI non-compliant product list templates can be used to fulfill this requirement. https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american#:~:text=non%2Ddomestic%20product.-,Tracking%20Tools%C2%A0,-Noncompliant%20Product%20List .

Technical Assistance Entries:

Comments							Created By	Created Date
It was noted that students accounts are charged for field trip meals incorrectly. A list of students that ordered lunches must be provided. The teacher must mark of the students' names as the meal is received.								11/25/2024 3:39:09 PM
11/25/2024	5293	305	Administrative Review	ALL	SFA			
Comments							Created By	Created Date
All SFAs must have an Unpaid Meal Charge policy in place per USDA Memorandum that is communicated and distributed to the households, annually. (SP 46-2016)								11/25/2024 3:09:03 PM
11/25/2024	5301	19	Administrative Review	Catholic Central High School	FSD			
Comments							Created By	Created Date
Although standardized recipes were in place for menu items during the day of onsite, staff members were not following them correctly. Continue working with staff to follow recipes as written by using correct portioning tools to ensure a consistent, quality product is being offered to students and is able to credit a specific way.								11/26/2024 2:07:08 PM
11/25/2024	5300	404	Administrative Review	Catholic Central High School	FSD			
Comments							Created By	Created Date
Remove the poster regarding students needing to take a minimum of 2 out of 4 fruits or vegetables offered on the serving line since some serving sizes are only 1/8 cup portion. If students take two 1/8 cup portions of vegetables they are not receiving the minimum of 1/2 cup fruit or vegetable.								11/26/2024 2:04:48 PM
11/25/2024	5299	433	Administrative Review	Catholic Central High School	FSD			
Comments							Created By	Created Date
Crediting documentation should be reviewed at least twice annually to ensure that it is current (reminder to keep any crediting documentation for 3 years plus the current school year, but non-current documents can be put in a separate electronic folder or binder). If reviewing paper copies, you can mark the date they were last reviewed. If keeping electronic documentation, you could keep a log of when things were reviewed (ex. lunch week 1 reviewed 2/28/24).								11/26/2024 2:03:19 PM
11/25/2024	5298		Administrative Review		SFA			

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Comments		
	Created By	Created Date
It was observed food was placed on wooden planks in the walk-in freezer. It is best practice to store all foods off the ground to be able to clean underneath it.		11/26/2024 7:47:52 AM