

Administrative Review Report

Wisconsin Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/04/2019	01/23/2020
On-Site Review	11/04/2019	01/23/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	02/04/2020	02/04/2020
Exit Conference	02/06/2020	02/06/2020

Commendations:

Thank-you to the staff at Wisconsin Lutheran Schools for their cooperation, and willingness to be available to us during the recent Administrative Review. Thank-you also for answering the questionnaire before hand. Everyone was friendly and smiling. The day we observed the lunch meal service, all meals were reimbursable and colorful. Students were happily taking their lunches and appeared to take all components without any encouragement. This shows us that the education being done for more fresh food items such as fruits and vegetables is working! We appreciate everyone's hard work and continual efforts to ensure that students receive quality meals in variety and freshness. Keep up the good work!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The SFA does not have a Local Wellness Policy (LWP) in place, or was not provided at the time of the onsite review. (7 CFR 210.31) CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into CA:</p> <p>CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into SNACS.</p> <p>CA: Upload into SNACS a statement on how the public will be notified of the LWP, include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p> <p>CA: Provide a plan on when and how the LWP will be reviewed and updated.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1600	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials. CA:</p> <p>CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and timeframe for distributing breakfast promotion materials.</p>
Site Name		

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Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: The Food Safety Plan was on-site. However, there were not any Employee reporting Agreements in there. A copy of the Employee Reporting Agreement is on DPI website under Food Safety. CA: Have each person who is connected with the Food Service Dept, and persons who help during meal service but do not work in Foodservice, complete and sign an agreement. Keep on file, or in Food Safety Plan binder. Upload one copy into SNACS.
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding : The following products were identified in the SFA's storage area as non-domestic and not documented: Diced Roma Tomatoes (Mexico) Corrective Action: Corrective Action: Complete and submit Non-Compliant Product Forms for the products listed above (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).
Site Name	Wisconsin Lutheran Elem School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding : The daily minimum requirement for vegetables was not met for K-8 for lunch during the review period. The following represent the planned portion sizes: - Wednesday 1/8/20 : Salad with 1/2 cup romaine (credits as 1/4 cup), 1/8 cup tomatoes, 1/8 cup carrots, 1/8 cup green pepper- Totally crediting: 5/8 cup The daily minimum requirement for K-8 is 3/4 cup. Corrective Action: Describe specifically how the daily minimum requirement for vegetables will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).
Site Name	Wisconsin Lutheran Elem School	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1. CA: Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 and include the position responsible for completing this. It was completed on-site while reviewer was there, and a copy was submitted to reviewer. No further action needed.
Site Name	Wisconsin Lutheran Elem School	

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Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: Currently, the school vending machine turns off 30 minutes before school starts and turns on 30 minutes after school ends. The school day is defined as the period from midnight before to 30 minutes after the end of the instructional school day. Corrective Action: Submit a statement explaining how the vending machine schedule will be altered to meet Smart Snacks criteria (either changing the timer or making all food items Smart Snack compliant).

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/10/2020	1948	810	Administrative Review	ALL				
Comments								
						Created By	Created Date	
The non-discrimination must be included on letters, menus, website, and other documents used to convey program information to the public. The current statement NDS must be used(https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc). When space is very limited, (printed menus or low balance notices,) the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document. The full statement must be included on outreach materials when notifying households of benefits.								3/11/2020 12:01:38 PM
03/10/2020	1950	1210	Administrative Review	ALL				
Comments								
						Created By	Created Date	
Technical Assistance is our reminder to be sure to use the DPI training tracker on the DPI website for assistance when documenting you and your staff's training hours. Also be sure to complete required training hours. You will find this very helpful.								3/12/2020 10:12:49 AM
03/10/2020	1949	1000	Administrative Review	ALL				
Comments								
						Created By	Created Date	
Technical Assistance by using the "Checklist for Local Wellness Policy" located on the DPI website under the Local Wellness tab. You can use the language italicized under each point in your own local policy if desired. If any questions, please contact DPI.								3/12/2020 9:38:40 AM
03/10/2020	1942	1000	Administrative Review	ALL				
Comments								
						Created By	Created Date	
SFAs must establish a local school wellness policy (LWP) for each school participating in the NSLP or SBP. Regulations require minimum content to be included regarding nutrition, physical activity, foods sold on campus, health promotion, etc. See the Local Wellness Policy Checklist on the SNT website for details. (7 CFR 210.31) The SFA must inform the public about the content, implementation of, and updates to the LWP on an annual basis. SFAs may use a variety of methods to notify the public about the LWP. This may include mailing flyers, newsletters, emails, website postings, newspaper articles. The SFA must retain documentation regarding the notification (7 CFR 210.31).The SFA must review and update the local school wellness policy (LWP) on a periodic basis. The frequency of updates is a local decision and is based on the content and structure of the plan (7 CFR 210.31). The SFA must permit parents, students, physical education teachers, school health professionals, school administrators, school board members, and the general public to be involved in the development, implementation, periodic review, and update of the LWP. The SFA must retain documentation on stakeholders who participated in the review and update of the LWP (7 CFR 210.31).An assessment of the Local Wellness Policy (LWP) must be conducted once every three years, with the first assessment completed no later than June 30, 2020. The SFA must develop a report that describes the extent to which schools comply with the LWP; the progress made toward attaining the goals of the LWP; and the extent to which the LWP compares to a model policy. To meet this requirement, the School								3/11/2020 8:41:55 AM

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Nutrition Team encourages SFAs to use: 1)The LWP Report Card to assess the extent to which schools comply with the LWP and progress made in attaining the goals of the LWP. 2) The WellSAT tool can be used to assess how the policy compares to a model policy. These tools are located on the Local Wellness Policy webpage (https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy). Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31).The SFA must inform and update the public about the assessment of the implementation of Local Wellness Policy (LWP). SFAs are required to retain a copy of the assessment and documentation regarding the public notification. SFAs may use a variety of methods to notify the public including: mailing flyers, newsletters, emails, website postings, and newspaper articles. The assessment includes the extent to which the SFA is in compliance with their LWP; the progress made toward attaining the goals of the LWP; and the extent to which the SFA's LWP compares to a model policy (7 CFR 210.31).							
03/10/2020	1941	900	Administrative Review	ALL			
Comments							
				Created By		Created Date	
Each SFA with more than one school operating the NSLP must perform at least one on-site review by February 1 of each school year. On-site monitoring is required to be completed at all sites participating in NSLP, and 50% of the sites participating in SBP. A minimum of 50 percent of schools operating SBP must be monitored at least once every two years (7 CFR 210.8).						3/11/2020 8:21:28 AM	
02/06/2020	1569	305	Administrative Review	ALL			
Comments							
				Created By		Created Date	
SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced & paid lunches against the number of children in that school currently eligible for free, reduced and paid lunches multiplied by the attendance factor (7 CFR 210.8)						2/6/2020 8:54:00 AM	
02/06/2020	1568	204	Administrative Review	ALL			
Comments							
				Created By		Created Date	
Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application or use Verification Tracker Form to document that the confirmation was conducted. Verification is the process of confirming students free or reduced price meal eligibility (7 CFR 245.2) More information on the verification process can be found in the Eligibility Manual. The process of Error Prone was explained to the SFA. It was recommended to see Eligibility Manual for further guidance.						2/6/2020 8:50:57 AM	
02/04/2020	1531		Administrative Review				
Comments							
				Created By		Created Date	
Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed.						2/4/2020 10:41:33 AM	
02/04/2020	1530		Administrative Review				
Comments							
				Created By		Created Date	
Nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets, WI-State Processed Products, and Product Formulation Statements (PFS) on file must be kept up-to-date. State-Processed Product Information is updated annually and can be found on the USDA Foods webpage (https://dpi.wi.gov/school-nutrition/usda/product-information). USDA Foods Product Information Sheets are available online (https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets).						2/4/2020 10:40:33 AM	
02/04/2020	1529	1403	Administrative Review	ALL			

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Comments	Created By	Created Date
The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).		2/4/2020 9:49:15 AM