



## Administrative Review Summary and Corrective Actions

SFA Name:	Immaculate Conception of St. Mary Parish
SFA Code/ ID Number:	517676
Administrative Review Conducted on:	January 12, 2018

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on January 12, 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 **March 9, 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

SFA Name:	Immaculate Conception of St. Mary Parish
SFA Code/ID Number:	517676
Administrative Review Conducted on:	Friday, January 12, 2018

Commendations & Suggestions
Outstanding job meeting all of the requirements for the meal pattern. All daily and weekly meal component and food quantity requirements were met for the week of menu review for lunch.
Suzy and Carol are a great team that provide a great experience for the students at St. Mary's School District. The variety and the quality of the food was great.
The non school nutrition staff were all very organized and helpful during the review.
Thank you for completing the Paid Lunch Equity Tool each year and adhering to the pricing requirements for both paid student lunches and adult meals.

Other areas of Technical Assistance (Does NOT require SFA Response)
Counting and Claiming- technical assistance was provided that an accurate Point of Service on a field trip would include taking the roster and marking off the students names as they take their reimbursable meal.

SFA Name: Immaculate Conception of St. Mary Parish  
 SFA Code/ID: 517676

Administrative Review Conducted: January 12,2018  
 Site(s) Selected for Review: Grade School & High School  
#REF!  
#REF!

Date Corrective Action Plan was provided to SFA: 2/7/2018

Due Date for Corrective Action Plan: 3/9/2018

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: Buy American			
The SFA is not in compliance with the Buy American provision. The SFA is not monitoring deliveries for noncompliant food items.			
Technical Assistance			
During the review, Buy American requirements were discussed with the SFA. SFAs must review products and delivery invoices or receipts to ensure that the domestic food that was solicited and awarded is the food that is received.			
210.21(d) Buy American			
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 deliveries are monitored to ensure that the domestic food that was solicited and awarded is the food that is received.			

Finding #2: Outreach			
The SFA has not performed SFSP outreach.			
Technical Assistance			
It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA.			
210.12(d) Outreach activities. (2)			
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 the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program.			

**Finding #3: Resource Management**

The SFA has not sufficiently priced its nonprogram foods to be in compliance with revenue from nonprogram food requirements.

**Technical Assistance**

The SFA did not complete the NonProgram Food Revenue Tool prior to the review. During the review, the SFA completed the tool and it showed the SFA was out of compliance. The SFA needed \$40 in additional nonprogram revenue to be in compliance, which comes to an annual deficiency of approximately \$1,440.00. It is suggested that the SFA increases second meal prices and/or adult meal prices to come into compliance with the tool. The NonProgram Food Revenue Tool must be completed every year, and nonprogram food prices increased if the tool shows the SFA did not price its nonprogram foods at a sufficient rate to ensure its revenue ratio equaled or exceeded its food cost ratio. If nonprogram food prices will not be increased, the SFA should transfer nonfederal funds into the food service account. This would be reported under the "Transfer from Non-Food Service Account- NonProgram Food Revenue" column on the annual financial report.

*For detailed regulation see: 210.14(f) Revenue from nonprogram foods.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. List the steps the SFA will take to increase nonprogram food revenues. This should include the specific price increases and the date the increases will take effect.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement of understanding that the DPI Nonprogram Food Revenue Tool will be completed each year. This should include a timeframe for when the tool will be completed and assurance that the SFA will take the necessary steps to come into compliance if the tool shows they did not generate sufficient nonfederal revenue.			

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 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

**Required Corrective Actions- Review Areas**

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the site. In addition the site 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*

CN Resource

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