

# WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

SFA Name: St. Rita School

Administrative Review Conducted on: 1/20/2017

Sites Selected for Review: St. Rita School

### Commendations & Suggestions

Nice variety of fresh vegetables offered throughout the week.

Documents were very well organized. Records were complete and included required documentation. Suggestions and recommendations were accepted well with plans for implementation

Employees were very professional and the cafeteria staff had good interaction with the students.

The FSD was very cooperative and initiated some of the corrections on the same day of the review.

The kitchen and cafeteria were very clean and organized.

The dining and serving areas were attractive and conducive to students eating well. Foods were well prepared and the staff was friendly and helpful to the students.

There is a strong effort to follow all USDA and Wisconsin rules and regulations.

### Other areas of Technical Assistance (NOT requiring Corrective Action)

Menu Review- Additional technical assistance was provided in an email to the SFA with the menu review results. Suggestions were provided to bring the menus into compliance.

Resource Management – The SFA currently does not have a way to separately track a la carte sales from reimbursable meal sales. In order to properly evaluate compliance with nonprogram food requirements, the SFA should be able to calculate nonprogram food revenue (a la carte and adult meal sales). If possible, the SFA should start tracking a la carte sales at the point of sale.

The Food Buying Guide is a great USDA tool when calculating planned servings for student meals and meeting Nutrition Standards for School Meals. Brief calculations were demonstrated as an example.

There is a collection of over 150 standardized recipes developed by USDA for use in the National School Lunch Program. This resource can be used to update the SFA recipes.

The SFA did not complete the verification training. During the review, the requirement to complete verification training prior to October 1 would be helpful and was discussed with the SFA.

Professional standards- recommend separate trackers for training hours for all employees. Include the required number of hours based on the position. Ex: food service director (12 hours).

**Date Corrective Action Plan was provided to SFA:**

2/3/2017

**Due Date for Corrective Action Plan:**

3/3/2017

The following pages address the findings that were identified during your Administrative Review.

For each finding you will be presented with the following:

The finding, and details specific to the SFA regarding the finding

A summary of the regulation / requirement

The Code of Federal Regulations citation number or alternate resource citation

Suggested guidance for the SFA in order to achieve compliance

SFA area for reply to state how, when and by whom corrections will be made

**Please provide a detailed response to each finding in the spaces provided.**

<b>Finding #1</b>
Resource Management Comprehensive Review – NonProgram Food Revenue Prior to this review, the SFA did not determine compliance with nonprogram food revenue requirements using the USDA NonProgram Food Revenue Tool or the DPI NonProgram Food Price Calculator.
<b>Technical Assistance Provided</b>
Prior to the review, the SFA had not determined compliance with nonprogram food requirements. During the review the SFA completed the tool as required, and it showed the SFA was in compliance. The NonProgram Food Revenue Tool should be completed every year. If the tool shows additional nonprogram revenue is needed to comply, nonprogram food prices should be increased. A copy of the tool was sent to the SFA, and can also be found on the DPI website.
<b>Regulation / Citation and Summary</b>
7 CFR 210.14 (f) Revenue from non-program foods. Beginning July 1, 2011, school food authorities

shall ensure that the revenue generated from the sale of non-program foods complies with the requirements in this paragraph.

(1) Definition of non-program foods. For the purposes of this paragraph, non-program foods are those foods and beverages; (i) Sold in a participating school other than reimbursable meals and meal supplements; and (ii) Purchased using funds from the nonprofit school food service account.

(2) Revenue from non-program foods. The proportion of total revenue from the sale of non-program foods to total revenue of the school food service account shall be equal to or greater than: (i) The proportion of total food costs associated with obtaining non-program foods (ii) The total costs associated with obtaining program and non-program foods from the account.

#### **SFA Suggested Guidance for Compliance**

As the corrective action response, please explain the process that will be put into place to ensure that the USDA Nonprogram Food Revenue Tool or the DPI NonProgram Price Calculator Tool is completed each year. This should include a timeframe for when the tool will be completed, the name by position of the person responsible for completing the tool, and the steps that will be taken if the tool shows you are out of compliance.

#### **SFA Response**

#### **Finding #2**

410. For the week of menu review, the K-8 lunch menu did not meet the minimum weekly requirement of 8 ounce equivalent grain.

#### **Technical Assistance Provided**

During the review, the portion sizes required by the meal patterns were discussed with the SFA. The SFA must ensure that all meals counted for reimbursement contain the required components in the minimum portion size required for the specific grade group. The SFA should review all menus to ensure that at least the minimum portion size is planned for the specific grade group. The SFA should also provide additional training to the kitchen staff on the requirements of a reimbursable meal. The training should include what to do if a certain planned menu item is not available or if the item runs out during service. The USDA FNS website can be used for training materials, resources and guidance on the meal pattern. <http://healthymeals.nal.usda.gov/>

#### **Regulation / Citation and Summary**

210.10(c) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: K-8: minimum of 8 oz. equivalent of grains per week.

#### **SFA Suggested Guidance for Compliance**

To come into compliance with meal pattern requirements, the SFA must provide the State Agency with a written plan that will be implemented to ensure future compliance. The plan should include; a statement that all menus will be reviewed to ensure that all weekly requirements for grains are met for the specific grade group, a process for sites to reference when they do not have one of the planned menu items or there is insufficient quantities, a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available and that additional menu training for all SFA staff will be provided. Provide the outline and dates for the trainings that will be completed. In addition please submit the name(s) and title(s) of the SFA representative(s) that will oversee this area and ensure future compliance. Submit the menu from the week of review with the corrections that were made to the menu to bring it into compliance moving forward. Provide any needed documentation to support the changes such as labels, recipes, production records, etc.

**SFA Response**

**Finding #3**

The SFA did not complete verification by November 15.

**Technical Assistance Provided**

During the review, completing verification on time was discussed with the SFA. The SFA must complete verification by November 15.

**Regulation / Citation and Summary**

245.6a(b) Deadline and extensions for local educational agencies—(1) Deadline. The local education agency must complete the verification efforts specified in paragraph (c) of this section not later than November 15 of each school year.

**SFA Suggested Guidance for Compliance**

To come into compliance with the due date of verification, the SFA must provide the State Agency with an assurance that staff conducting verification understand this requirement, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency. This plan should include, but is not limited to include the person(s) by position(s) who will be involved, specific tasks to be completed, and dates for completion.

**SFA Response**

<b>Finding #4</b>
No director has been assigned.
<b>Technical Assistance Provided</b>
Regardless of SFA size, there must be a designated director. (The manager has completed or planned the correct number of training hours to meet the director training requirements.) The SFA must have someone assigned as the food service director and assume the hours of training required. The SFA should visit the DPI website for training opportunities at: <a href="http://dpi.wi.gov/school-nutrition/training">http://dpi.wi.gov/school-nutrition/training</a> and the professional standards website at: <a href="http://dpi.wi.gov/sites/default/files/imce/school-nutrition/professional-standards-training-requirements.pdf">http://dpi.wi.gov/sites/default/files/imce/school-nutrition/professional-standards-training-requirements.pdf</a> .
<b>Regulation / Citation and Summary</b>
SP 38-2016 Q 27 The training standards for school nutrition program directors apply to the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program for an SFA, regardless of the number of sites in the SFA or the LEA student enrollment size. The training standards are intended to ensure that the person responsible for the school nutrition program, regardless of position title, has the knowledge and skills to manage the program as required.
<b>SFA Suggested Guidance for Compliance</b>
To bring this area into compliance, please provide the name and title of the person who will be acting as the food service director and completing the required number of training hours as director.
<b>SFA Response</b>

<b>Finding #5</b>
The SFA has not performed SFSP outreach.
<b>Technical Assistance Provided</b>
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.
<b>Regulation / Citation and Summary</b>
210.12(d)(2) School food authorities must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
<b>SFA Suggested Guidance for Compliance</b>

To come into compliance with this requirement, the SFA must submit an assurance to the State Agency that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program. Additionally, please state the name and position of the person who will oversee compliance in this area.

**SFA Response**