

# Administrative Review Report

Trinity Lutheran School

Agency - 517963

## Commendations:

Due to the unprecedented COVID-19 related school closures beginning in March 2020, the State Agency (SA) was not able to perform the on-site portion of this Administrative Review (AR). The SA has, to the maximum extent feasible, continued to assist School Food Authorities (SFAs) with items that would normally be addressed in the on-site portion to ensure all SFAs are given the most thorough guidance and technical assistance possible. The SA appreciates the SFA's flexibility and willingness to complete the offsite review during this challenging time.

## 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 at no charge (this year all courses will be online). Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, 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 webpage ([dpi.wi.gov/school-nutrition/training](http://dpi.wi.gov/school-nutrition/training)).

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, and communications and marketing. For more information go to the Wisconsin DPI School Nutrition Training webpage ([dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills)).

## Findings and Corrective Action:

Form Name	Certification and Benefit Issuance (100 - 121)
Question #	103
Corrective Action History	<p><b>Finding:</b> The SFA was not correctly using the 30 day carryover for students with an eligibility status from the previous school year. (7 CFR 245.6)</p> <p><b>Corrective Action:</b> Provide a corrective action plan on how the 30 day carryover will be provided to students.</p>
Form Name	Certification and Benefit Issuance (100 - 121)
Question #	112
Corrective Action History	<p><b>Finding:</b> The SFA's benefit issuance list does not contain the required elements including: the names of students eligible to receive meal benefits; the effective date; the meal eligibility; and how the benefits were determined.</p> <p><b>Corrective Action:</b> Update the benefit issuance list to include all required information and upload into SNACS.</p>
Form Name	Verification (200 - 204)
Question #	200
Corrective Action History	<p><b>Finding:</b> SFA did not select the correct number of applications for verification. The SFA verified 5 applications and only 1 was required as 3% of 15 total applications = .45 rounded up to 1 to review.</p>

# Administrative Review Report

Trinity Lutheran School

	<b>Corrective Action:</b> Watch the "Verification Process" Webinar and submit completed quiz. <a href="https://media.dpi.wi.gov/school-nutrition/verification/story_html5.html">https://media.dpi.wi.gov/school-nutrition/verification/story_html5.html</a> .
<b>Form Name</b>	Verification (200 - 204)
<b>Question #</b>	203
<b>Corrective Action History</b>	<p><b>Finding:</b> The SFA did not complete the verification process in accordance with (7 CFR 245.6(a)).</p> <p><b>Corrective Action:</b> Watch the verification webcast on the DPI website. Provide the process that will be used moving forward to ensure all steps of verification are completed. SFAs are strongly encouraged to use the Verification Tracking Form found on the DPI website.</p>
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)
<b>Question #</b>	700
<b>Corrective Action History</b>	<p><b>Finding :</b> Annual Financial Report does not have any revenues or expenses allocated to nonprogram foods and the SFA sells adult meals and cold lunch milk.</p> <p><b>Corrective Action :</b> Please provide a statement going forward that all nonprogram food expenses and revenues will be broken out from NSLP and allocated to the nonprogram foods line on the annual financial report. We have a resource on our website to aid you in this calculation (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf</a>).</p>
<b>Form Name</b>	Civil Rights (800 - 807)
<b>Question #</b>	801
<b>TA Log #</b>	TA Log# exists
<b>Corrective Action History</b>	<p><b>Finding:</b> The Public Release was not distributed to the required locations. CA: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year. Finding: The Public Release did not include the required information.</p> <p><b>Corrective Action:</b> Provide a statement of understanding that the Public Release template found on the DPI website will be used moving forward to ensure all required information is included.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)
<b>Question #</b>	1000
<b>TA Log #</b>	TA Log# exists
<b>Corrective Action History</b>	<p><b>Finding:</b> Current Local Wellness Policy (LWP) does not include all of the required content (7 CFR 210.31).</p> <p><b>Corrective Action:</b> 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>
<b>Form Name</b>	Local School Wellness (1000 - 1006)
<b>Question #</b>	1005

# Administrative Review Report

Trinity Lutheran School

<b>Corrective Action History</b>	<p><b>Finding:</b> SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p><b>Corrective Action 1:</b> Provide a timeline for when the assessment of the LWP will be completed and the public notified. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p> <p><b>Corrective Action 2:</b> Provide a statement of understanding of the LWP assessment requirements.</p>
<b>Form Name</b>	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
<b>Question #</b>	1601
<b>Corrective Action History</b>	<p><b>Finding:</b> The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p><b>Corrective Action:</b> Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	126
<b>Corrective Action History</b>	<p>107 free and reduced price meal application determinations were reviewed, 3 errors were identified.</p> <p><b>Finding:</b> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p><b>Corrective Action:</b> Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	133
<b>Corrective Action History</b>	<p><b>Finding:</b> Students directly certified were not receiving appropriate free or reduced meal benefits.</p> <p><b>Corrective Action:</b> Notify the household of the correct eligibility and upload a copy of the letter and documentation verifying your system has been updated with the correct eligibility into SNACS.</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	136
<b>Corrective Action History</b>	<p><b>Finding:</b> SFA is not in compliance with nondiscrimination practices per 7 CFR 245.8. Overt identification of students eligibility for meal benefits was noted as the meal price \$2.25, \$.40 shows up on the teacher's screen.</p> <p><b>Corrective Action:</b> Provide a statement on how this SFA will correct the overt identification of students with meal benefits.</p>

# Administrative Review Report

Trinity Lutheran School

Form Name	Certification and Benefit Issuance (124 - 142)
Question #	141
Corrective Action History	<p><b>Finding:</b> The SFA is not in compliance with 7 CFR 245.6 which states a child's receipt of benefits from Direct Certification extends eligibility for free benefits to all children who are members of the same household. Foster child, homeless, migrant, runaway or Head Start and Even Start benefits do not extend to other students in a household.</p> <p><b>Corrective Action:</b> Provide a process that the SFA will use to identify and extend meal eligibility to all members of the household who are eligible.</p>
Form Name	Verification (207 - 215)
Question #	208
TA Log #	TA Log# exists
Corrective Action History	<p><b>Finding:</b> SFA did not complete a confirmation review before verifying application(s).</p> <p><b>Corrective Action:</b> Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.</p>
Form Name	Verification (207 - 215)
Question #	209
Corrective Action History	<p><b>Finding:</b> The SFA did not use the correct sampling method when selecting applications for verification, as they reviewed 5 applications and only 1 was required.</p> <p><b>Corrective Action:</b> Have the verifying official watch the "Verification Process" webcast on the DPI website and upload a copy of the completed quiz into SNACS.  <a href="https://dpi.wi.gov/schoolnutrition/training/webcasts#free.%20reduced%20and%20verification">https://dpi.wi.gov/schoolnutrition/training/webcasts#free.%20reduced%20and%20verification</a></p>
Form Name	Verification (207 - 215)
Question #	211
TA Log #	TA Log# exists
Corrective Action History	<p><b>Finding:</b> The verification notification letter was not sent to household requiring Verification and did not contain all required information.</p> <p><b>Corrective Action:</b> Review the "Household Notification of Selection" section of the Eligibility Manual <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf</a> (pg 105-106) and submit a statement indicating that the DPI template letter will be used moving forward.</p>
Form Name	Verification (207 - 215)
Question #	213
Corrective Action History	<p><b>Finding:</b> The SFA's did not provide a notice of adverse action and did not comply with all required actions (7 CFR 245.6a).</p> <p><b>Corrective Action:</b> Review the Notice of Adverse Action section of the Eligibility Manual <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf</a> on pg 57. Submit a statement that either the DPI template letter will be</p>

# Administrative Review Report

Trinity Lutheran School

	used moving forward, or upload an updated copy of the adverse action letter that the SFA will use moving forward into SNACS for approval.
Form Name	Verification (207 - 215)
Question #	214
TA Log #	TA Log# exists
Corrective Action History	<p><b>Finding:</b> The SFA did not provide ten calendar days notice to the household(s) when benefits are being reduced as a result of verification(7CFR 245.6a).</p> <p><b>Corrective Action:</b> Submit a statement of understanding that ten calendar days must be provided to households prior to reducing benefits, as a result of verification.</p>
Form Name	Civil Rights (809 - 810)
Question #	810
TA Log #	TA Log# exists
Corrective Action History	<p><b>Finding:</b> The non-discrimination statement was not included on the website or the student handbook. Information on applying for free or reduced lunch needs to be explained in the handbook also. The handbook states that application for free or reduced price lunch must take place at enrollment.</p> <p><b>Corrective Action:</b> Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)
Question #	1217
Corrective Action History	<p><b>Finding:</b> Documentation of school food service staff training is not being tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p><b>Corrective Action:</b> Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.</p>
Form Name	Reporting and Recordkeeping (1500 - 1501)
Question #	1501
Corrective Action History	<p><b>Finding:</b> SFA is not maintaining program records and documentation for three years plus the current school year (7 CFR 210.23(c)).</p> <p><b>Corrective Action:</b> Provide a statement of how you will meet the record retention requirement moving forward.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
TA Log #	TA Log# exists
Corrective Action History	<p><b>Finding 1:</b> The taco recipe is missing key pieces of information: weight and measure amounts needed for each ingredient in the recipe.</p> <p><b>Corrective Action 1:</b> Update the taco recipe and submit for review. Review the standardized recipe checklist to ensure all required information is included</p>

# Administrative Review Report

Trinity Lutheran School

<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf>

**Finding 2:** Production records missing key pieces of information: serving site name, menu type (ie, lunch), milk types and usage, planned serving sizes and number of reimbursable and non-reimbursable (adult) meals planned and served.

**Corrective Action 2:** Once school is back in session, submit one week of completed production records that include all of the required information. Review the Production Record Requirements list, as needed

<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf>

<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)
<b>Question #</b>	410
<b>TA Log #</b>	TA Log# exists
<b>Corrective Action History</b>	<p><b>Finding:</b> Multiple meal pattern errors during the week of review, February 3-7, 2020.</p> <ul style="list-style-type: none"> <li>• Daily vegetable shortage</li> <li>• Vegetable subgroup shortages (dark green and red/orange)</li> <li>• Missing vegetable subgroup (beans/peas/legumes)</li> <li>• Daily grain shortage</li> </ul> <p>Refer to the technical assistance section of the report (below) for a more detailed explanation of each finding.</p> <p><b>Corrective action:</b> Answer the following questions about how the above mentioned errors will be fixed:</p> <ol style="list-style-type: none"> <li>1. Submit a statement that explains that at least a <math>\frac{3}{4}</math> cup of vegetable will be available to all students every day. Explain how you will achieve that on your service line. Will you offer at least two vegetable options each day or will you increase the serving size of each vegetable offered?</li> <li>2. Submit a statement that explains how it will be ensured that all of the vegetables subgroups are offered over the course of the week. Review Vegetables in a Nutshell summary page and indicate that it has been reviewed. <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetables-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetables-in-a-nutshell.pdf</a>. Additionally, include the names of a few beans/peas/legumes vegetables that you could offer in your menus (refer to the vegetables in a nutshell document for ideas)</li> <li>3. Submit a statement that explains what changes will be made to the taco menu to ensure that at least 1 oz eq grains is offered to all students. If a new taco shell will be offered, submit the new nutrition facts label and ingredient list for review.</li> </ol>
<b>Form Name</b>	Offer vs Serve (500-502)
<b>Question #</b>	500
<b>TA Log #</b>	TA Log# exists
<b>Corrective Action History</b>	<p><b>Finding:</b> Offer versus Serve (OVS) was not being implemented properly. Students are required to select the main entree.</p>

# Administrative Review Report

Trinity Lutheran School

**Corrective action:** Submit a statement that says you will watch the OVS training before beginning the next school year. Please refer to training created by the School Nutrition Team found on the Menu Planning webpage, by clicking on the Offer versus Serve dropdown. Reviewer recommends watching Meal or No Meal interactive webcast with your kitchen staff. (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning>)

Additionally, review this Offer vs Serve in a Nutshell summary page (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ovs-in-a-nutshell.pdf>) and indicate that you have reviewed it

## Form Name

Food Safety, Storage and Buy American (1404-1411)

## Question #

1406

## Corrective Action History

**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.

## Technical Assistance Entries:

### Special Dietary Needs

- A signed medical statement from a licensed medical practitioner (in WI anyone who can write a prescription) must support all food substitutions made outside of the meal pattern requirements. Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. This flow chart gives guidance on special dietary needs. The USDA Q&A on Accommodating Special Dietary Needs resource and the USDA Special Dietary Needs Handbook contains even more detailed information.
- It is recommended, but not required, for SFAs to use the prototype Medical Statement for Special Dietary Needs posted on the DPI SNT website, which is also available in Spanish and Hmong <https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs>.
- SFAs may at their discretion, choose to accommodate special dietary requests without a signed medical statement from a licensed medical practitioner. These accommodations must meet the USDA meal pattern requirements in order for the meals to be reimbursable. It is highly recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are equitable for everyone.

### Verification

- When a household is selected for verification, the LEA must inform the household, in writing, of its selection and must provide a list of the documents or other forms of evidence the household must submit to the LEA.
- When a household is selected for verification, it must provide "sources of information" to the LEA to confirm current income or participation in a categorically eligible program. According to 7 CFR 245.6a(a)(7), sources of information may include written evidence, collateral contacts, and systems of records.
- Acceptable documentation of income or receipt of assistance from any of the following sources may be provided for any point in time between the month prior to application and the time the household is required to provide the documentation.
- Households may provide pay stubs with income from employment. If a weekly pay stub is representative of what the household normally receives each week, one pay stub is sufficient. If the household submits a pay stub including overtime, the determining official should work with the household to determine whether the overtime for the month being verified is representative of overtime received in other months. If overtime is a one-time or sporadic source of income, income should be calculated based on the regular monthly income without overtime.

# Administrative Review Report

Trinity Lutheran School

- When applications are chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application.

## Increase or Decrease in Benefits

When a benefit eligibility status increases, the change must take place within three days. When a benefit eligibility decreases, the change cannot take place before ten calendar days and a notice of adverse action is sent in writing with appeal rights procedures.

## Wellness Policy

SFAs are encouraged to utilize the Wisconsin Wellness: Putting Policy into Practice - School Wellness Policy Toolkit (<http://dpi.wi.gov/school-nutrition/wellness-policy>). At a minimum the wellness policy must include:

- Nutrition education (Recommended goals related to nutrition education include integrating into other core subjects or offering as a stand-alone course for all grade levels.)
- Nutrition promotion (At a minimum SFAs must review smarter lunchroom tools and strategies. Additional promotional activities include contests, surveys, food demonstrations, taste testing, and farm to school programming.)
- Physical activity (Recommended that SFAs offer time for students to meet the 60 minute goal, this could include recess, classroom physical activity breaks, and opportunities for physical activity before and after school.)
- Guidelines for all foods and beverages sold on the school campus during the school day (The LWP must contain guidelines for Federal school meal requirements and competitive food standards [Smart Snacks]).
- Guidelines for all foods and beverages provided on the school campus during the school day (SFAs must develop standards for foods provided to students, this includes classroom parties, schools celebrations, food offered as rewards/incentives.)
- Guidelines for food and beverage marketing (At a minimum, SFAs must restrict marketing to food and beverages that meet competitive food standards on the school campus during the school day.)
- Public involvement and committee leadership (SFAs must invite and allow for a diverse group of stakeholders to participate in the development, implantation, review, and updating of the LWP. SFAs must also identify the official responsible for oversight of the LWP to ensure school compliance.)
- Implementation, assessment and update of policy (At a minimum, SFAs must notify the public about the content, implementation of, and updates to the LWP.
- SFAs must complete a triennial assessment to evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP).

## Public release

All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available. SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.

SFAs must annually distribute the Public Release to:

- Local news media
- Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.))
- Local employment office or Major employers contemplating or experiencing large layoffs.

## Buy American

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).



# Administrative Review Report

Trinity Lutheran School

For any non-domestic product that the SFA purchases a non-compliant product list must be kept. This documents the reason(s) for purchasing the product. The following information must be recorded on a Buy American Non-Compliant Product List:

- Date
- Name of product
- Country of origin
- Reason due to: cost analysis, seasonality, availability, substitution, distribution or other.

The Refer to the Buy American in a nutshell summary document for more information. Additionally, the suggested Buy American - Non Compliant Product List template can be found on the Buy American webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american>).

## Smart Snacks

No competitive foods or beverages are sold. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks guidelines or must qualify as an exempt fundraiser. Someone at each school must be responsible for documenting compliance of exempt fundraisers and any other food/beverage sales. You can find fundraiser tracking tools on our Smart Snacks webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks>).

## Offer versus Serve (OVS)

Through conversations with the food service director, students are required to take the main entree. This is not allowed when using Offer versus Serve. Students must have the option to decline any of the components offered, including the entree if they wish. It is possible for a student to select 1 milk, ½ cup fruit and ¾ cup vegetables (3 full components, one of which is a ½ cup of fruit or vegetables) to have a reimbursable meal. You can certainly continue to encourage students to select all the food items offered but you do not have to require that they take anything, other than the ½ cup of fruit or vegetable.

Since OVS can be a complicated subject, it is recommended to do an OVS refresher at the beginning of each school year for persons determining reimbursable meals. Please refer to training created by the School Nutrition Team found on the Menu Planning webpage, by clicking on the Offer versus Serve dropdown. Reviewer recommends watching Meal or No Meal interactive webcast with your kitchen staff. (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning>)

## Meal Pattern

Week of Review February 3-7, 2020

The following errors were found during the week of review

- Daily vegetable shortage. Only 3/8 to ½ cup of vegetables were offered every day. K-8 students must have access to at least ¾ cup vegetables daily. A school may satisfy this requirement in many different ways. For example, you may offer a ½ cup of one vegetable and ¼ cup of another vegetable. Students must have access to both but do not need to take both. As long as they have at least a ½ cup of fruit and/or vegetable on their tray and two other full components they will have a reimbursable meal. Alternatively, if you are only offering one vegetable then the planned serving size must be ¾ cup.
- Dark green vegetable subgroup shortage. Spinach was offered in the mixed salad on Wednesday, however the amount in the mix is not creditable due to such a small amount. K-8 students must have access to at least ½ cup dark green vegetables over the course of a week. Refer the lunch meal pattern table for the daily and weekly requirements meal requirements. Refer to the vegetable subgroups handout for vegetable subgroup ideas. <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-meal-pattern.pdf>  
<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf>
- Red/Orange vegetable subgroup shortage. Only ½ cup of red/orange vegetables were offered during the week of review. K-8 students must have access to at least ¾ cup red/orange vegetable over the course of the week.

# Administrative Review Report

Trinity Lutheran School

- Missing vegetable subgroup (beans/peas/legumes). No beans/peas/legumes were offered during the week of review. ½ cup of this subgroup must be offered to K-8 students every week.

Remember that you can offer the bean/legume subgroup over the course of the week not all at once. This may make it easier to offer during the week. Some recipe suggestions are:

- Black beans or refried beans in quesadillas or tacos
- Chickpeas on a salad, black beans on a taco salad
- Red/Kidney beans in chili
- Corn and bean salsa
- Many schools are sending home baked beans in individual container
- Cannellini beans mixed into pasta when serving meatballs and tomato sauce
- Chilled, shelled edamame mixed with drained, canned chickpeas

As long as you offer at least 1/8cup at a time you can credit the amount towards the bean/legume subgroup. The same is true for all vegetables.

- Daily grain shortage. On Tuesday of the week of review only 0.75 oz eq grains were offered to students (2 taco shells credits as 0.75 oz eq grain). K-8 students must be offered a minimum of 1 oz eq grains daily. You could offer another taco shell in order to have at least 1 oz eq grain to offer to students, however, 3 taco shells may be a lot. It is recommended that a different taco shell be purchased that offers at least 1 oz eq grain crediting per serving. The USDA whole grain resource guide provides more information on crediting of grains, as does Exhibit A. <https://fns-prod.azureedge.net/sites/default/files/WholeGrainResource.pdf>; <https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/ExhibitA.pdf>

## Standardized Recipes

During the week of review, the taco recipe was missing weight and measure amounts for each ingredient in the recipe.

Use of standardized recipes is another important part of USDA School Meals Programs. Any menu offering that has more than one ingredient must have a standardized recipe.

Standardized recipes have been tried, tested, evaluated, and adapted for use by your food service. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used. Continue to use the resources on our website regarding recipe standardization. These include a checklist for pieces of information needed to standardize a recipe, tools to help analyze the meal component contribution, nutrient analysis tools, and templates to organize all information once obtained. These are found on the Standardized Recipes webpage (<https://dpi.wi.gov/schoolnutrition/national-school-lunch-program/menu-planning/recipes>).

## Menu Planning

Refer to these menu planning resources to help plan compliant menus:

- Menu Planning worksheets (scroll down to the Menu Planning Tools dropdown and select the menu planning worksheet for the age/grade group that you serve). Menu planning worksheets are helpful tools to ensure meal pattern requirements are met, including all of the vegetable subgroups. (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning>)
- Vegetable Subgroup handout that identifies common vegetables in each of the five vegetable subgroups. (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf>)
- Lunch Meal Pattern Table (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/lunch-meal-pattern-table.pdf>)
- Crediting decision making tree. A helpful resource to determine what crediting documentation you need based on the product you are trying to credit. (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/crediting-decision-making-tree.pdf>)
- Lunch Meal Pattern webcast (15 minutes) (<https://dpi.wi.gov/school-nutrition/training/webcasts#lunch>)

# Administrative Review Report

Trinity Lutheran School

## Production Records

Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste. In addition, it is how the SFA documents what they offered as part of the reimbursable meals.

Production records were missing serving site name, menu type (ie, lunch), milk types and usage, planned serving sizes (for menu items and condiments) and number of reimbursable and non-reimbursable (adult) meals planned and served.

Planned serving sizes are required for every meal component on all production records (main line and salad bar). Even in self-service, the menu planner must plan a specific portion size that he or she intends students to take. Please refer to the Production Record Requirements for a list of all mandatory items that must be listed and filled in on production records. Production record templates, including for garden bars and salad bars, are available on the Production Records webpage. <https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records>

Carolyn Stanford Taylor Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career. Her goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure your students' success.

For more information on this initiative, please visit the [Wisconsin DPI Every Child a Graduate](https://dpi.wi.gov/statesupt/agenda-2017) webpage (dpi.wi.gov/statesupt/agenda-2017).

