

Administrative Review Report

All Saints School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/30/2019	02/17/2020
On-Site Review	03/18/2020	03/19/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	03/18/2020	03/18/2020
Exit Conference	03/19/2020	03/19/2020

Commendations:

From the PHN and NPC: All Saints School purchases a wide variety of menu offerings from Denmark Community School District for their students. Thank you so much to the foodservice staff at Denmark Community School for promptly supplying all necessary documentation and answering questions. Thank you to the foodservice staff and personnel at All Saints School who work to serve these meals to their students in a wholesome environment. We have appreciated your flexibility and willingness to work with us through the changing and challenging 2020 landscape. Thank you for all you do for your students!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name	All Saints Grade School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Finding:	Finding: Production Records Missing Required Field. Current production records lack a field for planned and actual quantity prepared in purchase units. Corrective Action: Submit a statement that details how the SFA plans work with the vending school to alter the production record template to comply with Production Record Requirements (which can be found at https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records).
	CAP Submitted 10/26/2020 07:58 PM	The production records will have a column for planned and actual quantity prepared. Jody Behringer, Chartwells Dining Service Manager, will train staff, making sure that it needs to be recorded in units and not servings. All proper employees need to understand this in the event that one is absent and someone else takes over. Knowing the difference between units and servings will make it easier for employees to properly understand what is to be prepped.
	CAP Accepted 10/28/2020 01:41 PM	CAP Accepted
Site Name	All Saints Grade School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 09/23/2020 01:05 PM	Weekly MMA Quantity Shortage: The weekly minimum requirements for Meat/Meat Alternate (MMA) was not met for the K-8 age/grade group for lunch during week of review. A minimum of 7 oz eq was offered, 9 oz eq is required. The following represents the minimum component contribution offered daily. Two entrees are offered daily at All Saints School. As a reminder: when multiple entrees are offered, each entree must be considered as a separate service line and be evaluated for meal pattern compliance individually. As such, the entree with the smallest component contribution is used when determining meal pattern compliance. Monday, 2/10/20: Both daily entrée options provide 2 oz eq MMA (Rich's Cheese Flatbread or 5 Chicken Nuggets) Tuesday, 2/11/20: ½ cup yogurt* provides 1 oz eq MMA Wednesday, 2/12/20: Chicken Patty Sandwich provides 2 oz eq MMA Thursday, 2/13/20: Blueberry Smoothie provides 1 oz eq MMA Friday, 2/14/20: Spaghetti entrée** provides 1 oz eq MMA Weekly minimum total: 7 oz eq MMA *The yogurt was planned as 1 cup by the menu planner, which would have provided 2 oz eq MMA, however it was recorded on production records as ½ cup, which provides 1 oz eq. Continue to work with staff to communicate portion sizes and, as applicable, appropriate serving size changes or substitutions. **It appears that the spaghetti entrée planned and served during the week of review listed a different meatball product than the one actually used during the week of review. This may or may not have contributed to the MMA shortage. It is imperative that all recipes, menu plans, and crediting documentation clearly and accurately reflect the products currently in use to ensure meal pattern compliance. The MMA shortage identified as part of the 2019-20 School Year Administrative Review is a repeat finding and is subject to Fiscal Action (FA). As the shortage cannot be pinpointed to one specific meal, FA will be assessed on the day of lowest participation during the week of review: Wednesday, 2/12/2020 (11 meals). From the 2016-17 Administrative Review: "Finding #1: There was a weekly shortage of the meat/meat alternate component for the review week of November 7-11, 2016. Grades K-8 must be offered 9 ounce equivalents (oz eq) of meat/meat alternate weekly, and the review week provided a minimum of 8 oz eq meat/meat alternate. There are two entrée options offered daily, and if a student chooses the option every day that offers the lesser amount of meat/meat alternate, they still must be offered the weekly minimum of 9 oz eq of meat/meat/alternate. Technical assistance was given on this prior to the onsite review in a discussion with the menu planner." Please note that repeat findings in subsequent Administrative Reviews will again result in FA. Corrective Action Required: Submit a statement explaining how the SFA will track meal pattern

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		compliance going forward to ensure that meals vended meet or exceed the minimum standards set forth by the USDA NSLP guidelines. Additionally, please work with the vendingschool to settle on how this error will be fixed for the week of review. Submit, in addition, a statement that details what changes will be made to the week of review menu to bring it into compliance (examples include, but are not limited to: change of portion size, change of product, addition of product, etc.).
CAP Submitted 10/26/2020 07:50 PM		After reviewing the production records, Option #1 has 8.5 M/Ma and Option #2 has 9. The reason for the difference is the 1/2 cup yogurt. Had there been 1 cup yogurt, we would have met the meal pattern compliance. I will monitor the production records and reconcile with the menu planner when needed. The vending company has changed their spaghetti and meatball recipe to include a beef meatball. It is 0.5 ounces and will include five meatballs for 2.25 ounces of meat/meat alternative.
CAP Accepted 10/28/2020 01:46 PM		CAP Accepted

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/16/2021	2344	1400	Administrative Review	ALL				
Comments								
						Created By		Created Date
Technical Assistance was given to remind SFA to keep their Food Safety Plan up to date as needed and reviewed annually to add or remove documents as needed per their program. A discussion was held between reviewer and SFA over the phone, as this was an Offsite review.								3/18/2021 1:25:33 PM
09/23/2020	2221	1106	Administrative Review	All Saints Grade School	FSD			
Comments								
						Created By		Created Date
The Smart Snacks Final Rule, published in the Federal Register on July 29, 2016, finalized science-based nutrition guidelines for competitive foods sold on the school campus during the school day. Foods and beverages sold in schools must meet both the general standards and nutrient standards unless the sales qualify for an exemption. More information is available on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks). Food and beverage based fundraisers, for future reference: If an organization is selling foods or beverages that meet the Smart Snacks standards: 1. These foods or beverages may be sold at any time and in any location. 2. The organization must keep documentation on file that proves the compliance of the items. This may include nutrition facts labels for purchased foods or beverages, or recipes for anything that is made from scratch. It is also helpful to keep printouts of the results page from the Smart Snacks calculator. If an organization is selling foods or beverages that do not meet the Smart Snacks standards: These are considered exempt fundraisers. 1. Each student organization may hold two exempt fundraisers per school per school year. 2. Each exempt fundraiser may be no longer than two consecutive weeks in length. 3. Exempt fundraisers cannot occur in the meal service area during meal times. Someone in the school must keep track of the exempt fundraisers. Tracking exempt fundraisers is crucial to ensuring compliance. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage, (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).								9/23/2020 1:14:40 PM
09/23/2020	2220	1104	Administrative Review	All Saints Grade School	FSD			
Comments								
						Created By		Created Date
For reference: 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).								9/23/2020 1:10:27 PM
09/23/2020	2219	410	Administrative Review	All Saints Grade School	FSD			

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Comments						Created By	Created Date
<p>Jointed School Responsibilities: A weekly Meat/Meat Alternate (MMA) shortage was identified during the course of this Administrative Review. This finding is detailed in the Corrective Action portion of this report, both Corrective Action and Fiscal Action are required. Although All Saints School is purchasing meals through a joint agreement, it is ultimately the SFA's responsibility to ensure all meal pattern requirements are met. Information on lunch meal pattern requirements can be found on the NSLP Menu Planning webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning). Current recipes, nutrition facts labels, Child Nutrition (CN) labels, and/or manufacturer's product formulation statements (PFS) clearly outlining dietary specifications (calories, saturated fat, sodium) and crediting information must be available onsite where meals are served, even if meals are prepared offsite. Crediting documentation should be updated at least twice per year and as new products are purchased or substituted. This crediting documentation should be used as part of the quality control system which ensures that meals meeting meal pattern requirements are offered, meeting both daily and weekly minimums.</p>							9/23/2020 1:03:12 PM
09/23/2020	2218	409	Administrative Review	All Saints Grade School	FSD		
Comments						Created By	Created Date
<p>Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work with staff to accurately record necessary information thoroughly and completely, as applicable. Production records are intended to be useful tools to record production information. The production record template currently in use lacks required information: planned and actual quantity prepared, in purchase units. Corrective Action required and outlined in the corresponding section of this report. A copy of the Production Record Requirements and templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records).</p>							9/23/2020 1:00:04 PM