

Administrative Review Report

St. Francis Solanus School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/04/2019	01/23/2020
On-Site Review	02/26/2020	02/27/2020
Site Selection Worksheet	12/17/2019	12/17/2019
Entrance Conference	02/26/2020	02/26/2020
Exit Conference	02/27/2020	02/27/2020

Commendations:

Thank-you to the Sisters of St. Francis Solanos Indian Mission School. Thank-you for sending documents ahead of the Administrative Review. Everyone was so kind and cooperative during our time there. It was obvious to us that all were trying very hard to do a good job in feeding the children and following the NSLP guidelines to the best of their ability. The paperwork was very organized, up to date, and neatly kept. We sincerely appreciate your time, and also the opportunity to see the school, church, beautiful artwork, and students. Nice work!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged	Finding : On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19 Corrective Action Required : Review the Annual Financial Report webcast on the DPI website then update the 2018-19 Annual Financial Report with revenues and expenses broken out by program and category. Submit a statement saying you have watched the webcast. Corrective Action Required : Include the Labor costs for Breakfast and Lunch in the Labor column on the Annual Financial Report. Corrective Action Required : Remove the amount of \$6,594.21 over to the column of Non-Food Service, Non-Program Revenue column. Next remove the amount of \$5,983.16 over to the column of School Food Revenue(excluding transfers). Send copy to DPI consultant. She will give to the DPI accountant to make the necessary adjustments in your schools account.
	CAP Removed	CAP Removed
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding : Current Local Wellness Policy (LWP) does not include all of the required content (insert missing content) (7 CFR 210.31). The policy needs updating and also needs to include some requirements that are missing. Corrective Action Required : 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.
Site Name		
Form Name	Professional Standards (1200 - 1209)	
Question #	1206	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding : Professional Standards Trainings are being done, however they are not recorded on a Tracker sheet. Corrective Action Required : Finish the required amount of training hours needed, and record all trainings taken this current school year on the DPI tracking sheet. The link is here: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-training-in-a-nutshell.pdf Print off, fill in and save in your files. Submit a copy to the consultant.
Site Name	St. Francis Solanos School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding :</p> <p>Grain shortage daily and weekly at lunch and weekly at breakfast.</p> <p>0.25 oz eq wg at breakfast over the course of the week, 7.75 oz eq was offered and &gt; 8 oz eq is required. Since m/ma can be counted as a grain component at breakfast serving one sausage link on Friday with the pancake could fix the shortage.</p> <p>0.75 oz eq wg at lunch (01.17.20) daily shortage leads to a weekly shortage, 6.25 oz eq offered during the week of review and &gt; 9 oz eq is required.</p> <p>Vegetable sub group shortage at lunch.</p> <p>? cup short beans/peas/legumes vegetable sub group, Chili recipe</p> <p>Corrective Action : Submit a detailed statement indicating how these daily and weekly shortages will be addressed and rectified.</p> <p>Finding : Recipes are not being followed as written and possibly creating shortages.</p> <p>Corrective Action : Please work with the cook, update the following recipes, and submit to the PHN on the review-</p> <p>Pancakes (01.17.20) Chili Con Carne (01.16.20) Mac-n-cheese (01.17.20)</p>
Site Name	St. Francis Solanos School	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding : Offer verses Serve is not being implemented properly.</p> <p>Server asking children if they'd like the different hot food items At the end of the line check off, children were told to take the milk. OVS is not required for K-8 schools Offer Verse Serve and in a nutshell</p> <p>Corrective Action :</p> <p>Please submit a detailed and through statement indicating how the meal programs will move forward with regards to OVS. Send a completed menu planning worksheet for one week, all requirements should be met regarding offering components/items or if it is decided to use the serve model.</p>

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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/28/2020	1824	302	Administrative Review	ALL				
Comments					Created By		Created Date	
Meal Counting is done by a Roster Sheet of students names. A staff member checks off each student as they end the line with their reimbursable meal. An Edit check is then done after. The internal control is that the counting process is checked again after meal service by way of an Edit Check. Since this is a manual process, the back-up process is the Edit Check.							2/28/2020 12:14:22 PM	