

Administrative Review Report

St. Joseph School Inc

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/27/2019	01/13/2020
On-Site Review	01/13/2020	01/15/2020
Site Selection Worksheet	11/27/2019	12/02/2019
Entrance Conference	01/13/2020	01/13/2020
Exit Conference	01/14/2020	01/15/2020

Commendations:

Thank you to the staff at St. Joseph School for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the onsite portion of the review. The DPI review team appreciates the eagerness of the staff for their willingness to make changes to meet school nutrition program regulations. The staff is doing a wonderful job implementing the program regulations to ensure students are receiving nutritious meals throughout the school day. Benefit Issuance is determined correctly. Counting and claiming is accurate. Financial management meets all regulations. The outreach for the Summer Food Service Program is excellent. 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		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/13/2020 08:33 PM	Finding: The SFA does not have an Unpaid Meal Charge Policy in place, although they have clear procedures and parent notifications. All SFAs must have an Unpaid Meal Charge policy in place that is communicated and distributed to the households, annually. CA: Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.
Site Name		
Form Name	Local School Wellness (1007)	
Question #	1007	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/13/2020 07:16 PM	Finding: the Local Wellness Policy does not contain all elements listed on the LWP checklist. Update the Local Wellness Policy to include a statement identifying the official responsible for LWP oversight. Update the policy to include language regarding the completion of a triennial assessment. CA: Submit a timeline detailing when the policy will be updated and when and how the updates will be shared with your school community.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/14/2020 03:06 PM	Finding: Documentation of school food service staff training is not being tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30 although the staff has likely met hour requirements. CA: 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.
Site Name	Saint Joseph School Inc	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/14/2020 02:09 PM	Finding: The cereal served to pre-K students was above the sugar limit. -Honey Nut Cheerios Bowlpak (9g per serving) -Cinnamon Toast Crunch (8g per serving) Corrective Action: Discontinue serving the cereal that exceeds the sugar limit. Replace it with a variety that meets the sugar limit. Submit the nutrition facts label(s) as corrective action.
Site Name	Saint Joseph School Inc	

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Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/14/2020 01:16 PM	Finding: Daily vegetable shortage at lunch during the week of review (Monday, December 9th). The tomato soup only credited as 1/8 cup vegetable, not 1/4 cup vegetable. Therefore, only 5/8 cup vegetable was offered that day. K-8 students must be offered at least 3/4 cup vegetable daily. Corrective Action: Submit a statement explaining how the daily vegetable shortage will be fixed for the week of review so that students are offered at least 3/4 cup of vegetable, daily.
Site Name	Saint Joseph School Inc	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/14/2020 03:14 PM	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. If corrected onsite, no further action required.
Site Name	Saint Joseph School Inc	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/14/2020 09:11 AM	Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: canned pineapple tidbits - Indonesia canned mandarin oranges - China canned diced pear - China Corrective Action: Complete and submit Non-Compliant Product Forms for the products listed above (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/14/2020	1314	406	Administrative Review	Saint Joseph School Inc				
Comments								
						Created By	Created Date	
The infant and pre-K meal patterns require yogurt to contain no more than 23 grams of total sugars per 6 ounces. This requirement will help reduce children's consumption of added sugars. For more information, including the sugar limit charts and calculation examples, please refer to the Infants and Preschool in NSLP and SBP webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool)								1/14/2020 2:10:27 PM
01/14/2020	1313	406	Administrative Review	Saint Joseph School Inc				
Comments								
						Created By	Created Date	
The infant and pre-K meal patterns require cereal to contain no more than 6 grams of total sugars per dry ounce. This requirement will help reduce children's consumption of added								1/14/2020 2:04:51 PM

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sugars. For more information, including the sugar limit charts, the calculation formula, and cereals that meet the sugar requirements, please refer to the Infants and Preschool in NSLP and SBP webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool).							
01/14/2020	1312	406	Administrative Review	Saint Joseph School Inc			
Comments					Created By	Created Date	
The 3K and 4K students are served separately in their classrooms at breakfast and therefore must be served the Infant and PreK meal pattern. During the week of review cereal was served to preK students and two of them do not meet the sugar limits. Honey Nut Cheerios Bowlpak contains 9g of sugar in a 28g serving and the Cinnamon Toast Crunch contains 8g of sugar per 28g serving. The maximum amount of sugar in a 28g serving is 6g.						1/14/2020 1:58:40 PM	
01/14/2020	1311	404	Administrative Review	Saint Joseph School Inc			
Comments					Created By	Created Date	
When reviewers arrived onsite to observe breakfast service, it was noted that breakfast signage said students could select a fruit cup or a juice. However, upon discussion with food service staff this was not the practice. Students could indeed select a fruit and a juice or two fruit in order to get 1 cup fruit. The reviewer instructed them to remove "or" on the menu so that it is clear that students may select two fruits. Signage was promptly updated prior to meal service. Thank you!						1/14/2020 1:32:28 PM	
01/14/2020	1523		Administrative Review				
Comments					Created By	Created Date	
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. Only after verification is complete does the Verifying Official sign an application. The only applications which have a CO signature and a VO signature will be those chosen for verification.						1/31/2020 12:54:28 PM	
01/14/2020	1522		Administrative Review				
Comments					Created By	Created Date	
For F & R Applications using a FDPIR number (a case number which is not 10 digits) the SFA would need to follow up with the household to see which tribal agency the household is associated with. That is not violating any civil rights, it is just clarifying details, similar to clarifying details about income or other federally funded programs before approving an application. Once the SFA identifies the tribal agency that the household is associated with, they will need to reach out and find a contact person that administers the FDPIR program for that agency. Ask what the case number is for that particular agency. The SFA will want to document the appropriate case number and keep it on file. Check in with the tribal agency every year or two to confirm that it's still the correct case number.						1/31/2020 12:50:27 PM	
01/14/2020	1521		Administrative Review				
Comments					Created By	Created Date	
The Smarter Lunchrooms Movement encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. These techniques may help you retain and increase participation by marketing your program, allowing for creativity in what and how you serve meals, and adding to the pleasant atmosphere of your lunchroom. For ideas see our Team Nutrition website: https://dpi.wi.gov/team-nutrition and click on Smarter Lunchrooms.						1/31/2020 12:44:04 PM	
01/14/2020	1520		Administrative Review				

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Comments					Created By	Created Date
All SFAs are required to distribute a Public Release before the start of the school year (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications#apps). The purpose is to inform the public that free and reduced price meals and free milk are available. SFAs must annually distribute the Public Release to: o Local news media o Grassroots organizations (local organizations providing services to populations in need) o Major employers contemplating or experiencing large layoffs o Local Unemployment Office (as applicable) SFAs are not required to pay to have the public release published but must maintain documentation of to whom it was sent and the specific materials distributed.						1/31/2020 12:37:26 PM
01/14/2020	1519		Administrative Review			
Comments					Created By	Created Date
At the beginning of the school year, the SFA must notify families of the availability of breakfast and schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Parents play an important role in School Breakfast Program participation. A video was developed to help show parents the benefits that the School Breakfast Program provides for them and their children. This video along with a brochure can be found on our Resources for the School Breakfast Program webpage, in the Marketing Breakfast section (https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources). For more ideas on breakfast menus, visit our On, Wisconsin! Cycle Menu or look up menus for other schools in Wisconsin. • Cycle Menu Resources (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/cycle-menu) • School Breakfast Menus on the Web (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/school-breakfast-menus-on-the-web.pdf)						1/31/2020 12:31:58 PM
01/14/2020	1518		Administrative Review			
Comments					Created By	Created Date
For accurate counting the SFA could use two separate rosters for breakfast and lunch. Identify a single mark or space to check off each student who receives a meal, or a milk. This will simplify counting and avoid the confusion of multiple markings on a single document.						1/31/2020 12:26:28 PM
01/14/2020	1517		Administrative Review			
Comments					Created By	Created Date
Volunteers working to serve meals or assist students during meals should attend annual Civil Rights and Offer vs. Serve training. Keep a roster/sign-in sheet from each training. Webcasts for each of these training areas can be found on the DPI school nutrition website.						1/31/2020 12:23:05 PM
01/14/2020	1516		Administrative Review			
Comments					Created By	Created Date
The final Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010 rule requires the SFA to assess the local school wellness policy (LWP) every three years, at a minimum. The first assessment should be completed within three years of the SFA's policy being updated, but no later than June 30, 2020 to be in compliance with this rule. The triennial assessment must evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP. SFAs must retain documentation of the results of the triennial assessment and when it took place. To assist SFAs with evaluating compliance with their LWP, a report card has been developed and is available at School Nutrition Team's Wellness Policy webpage (https://dpi.wi.gov/school-nutrition/wellness-policy). A sample model wellness policy is available at the USDA Wellness Policy webpage (http://www.fns.usda.gov/tn/implementation-tools-and-resources). Public School Districts that participated in the Wisconsin Obesity Prevention's Wellness Policy project, in SY16-17, have received a copy of a report comparing their policy to a model policy (reports were sent in August, 2017). Additional information about interpreting your school's report is available at the Wisconsin Health Atlas webpage (https://www.wihealthatlas.org/lwp/). Schools are encouraged to establish an account with the Rudd Center for Food Policy and Obesity to access the Wellness School Assessment Tool (WellSAT) for assistance in assessing the LWP (http://wellsat.org/).						1/31/2020 12:19:31 PM
01/14/2020	1515		Administrative Review			

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Employee reporting agreements should be on file for all staff and volunteers in food service, including the Food Service Director and Head Cook. The Food Service Director must retain documentation of food safety training.					1/31/2020 12:18:05 PM
01/14/2020	1514	1407	Administrative Review	Saint Joseph School Inc	
Comments				Created By	Created Date
The USDA requires that the "And Justice for All" poster be displayed in a public area viewable by both students and adults participating in meal service. Posters can be attached to carts for Grab and Go breakfast service or on Serving tables and counters at lunch service. Updated "And Justice for All" posters are now available.To order posters, contact the School Nutrition Team at dpifns@dpi.wi.gov or call 608-267-9228.					1/31/2020 12:09:38 PM
01/14/2020	1370	409	Administrative Review	Saint Joseph School Inc	
Comments				Created By	Created Date
The vegetable subgroups are categorized based on nutrient composition. In order to ensure that students get a variety of nutrients each week, the lunch meal pattern requires the menu planner to offer students a certain amount of each vegetable subgroup over the course of the week. Refer to the Vegetable Subgroups handout (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf) to identify vegetables in each subgroup.					1/17/2020 11:35:27 AM
01/14/2020	1369	500	Administrative Review	Saint Joseph School Inc	
Comments				Created By	Created Date
It is critical that food service staff thoroughly understand Offer versus Serve (OVS) in order to ensure that all students select reimbursable meals. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ovs).					1/17/2020 11:34:01 AM
01/14/2020	1368		Administrative Review	Saint Joseph School Inc	
Comments				Created By	Created Date
Regular trainings are offered on the Wisconsin Department of Public Instruction (DPI) webpage as webcasts, webinars, and on-site trainings. Check our Training webpage for opportunities (https://dpi.wi.gov/school-nutrition/training). Members of the School Nutrition Team (SNT) are also available for technical assistance any time throughout the year. A complete list of DPI SNT staff can be found on our website (https://dpi.wi.gov/school-nutrition/directory).					1/17/2020 11:23:08 AM
01/14/2020	1367		Administrative Review	Saint Joseph School Inc	
Comments				Created By	Created Date
USDA has a toolkit of resources to assist schools in meeting nutrition standards on their Healthier School Day: The School Day Just Got Healthier webpage (https://www.fns.usda.gov/school-meals/healthierschoolday). Topics covered include Focusing on Smart Snacks in Schools, Offering Fruits and Vegetables, Reducing Sodium, and Serving Whole Grain-Rich.					1/17/2020 11:22:34 AM
01/14/2020	1366		Administrative Review	Saint Joseph School Inc	
Comments				Created By	Created Date
School Breakfast Challenge Join schools throughout Wisconsin to increase breakfast participation or to start a new breakfast program. The challenge begins December 2nd, 2019. Schools with the highest increase in breakfast participation will win up to \$1,000! New this year, participate in the Big Cheese bonus round for a chance to win an additional \$1,000 for your program. Prizes are provided by No Kid Hungry. Visit http://bit.ly/SchoolBreakfastChallenge for details.					1/17/2020 11:14:30 AM

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01/14/2020	1303	1411	Administrative Review	Saint Joseph School Inc					
Comments					Created By	Created Date			
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).						1/14/2020 9:07:12 AM			
01/14/2020	1302	1411	Administrative Review	Saint Joseph School Inc					
Comments					Created By	Created Date			
The following information must be recorded on a Buy American Non-Compliant Product List: Date Name of product Country of origin Reason Cost analysis Seasonality Availability Substitution Distribution Other A 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).						1/14/2020 9:06:45 AM			
01/13/2020	1300	409	Administrative Review	Saint Joseph School Inc					
Comments					Created By	Created Date			
Standardized Recipes For more information on what essential information must be on a standardized recipe, review the Standardized Recipe Checklist (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf).						1/13/2020 1:55:16 PM			
01/13/2020	1299	409	Administrative Review	Saint Joseph School Inc					
Comments					Created By	Created Date			
Standardized Recipes. It was noted that some recipes needed to be updated to reflect the actual age/grade groups and actual products used. This was discussed with the food service director and the recipes from the week of review were promptly updated. Continue to review recipes in use in your kitchen and update as needed.						1/13/2020 1:54:27 PM			
01/13/2020	1298	409	Administrative Review	Saint Joseph School Inc					
Comments					Created By	Created Date			
Production Records When recording condiments on production records remember to add a unit of measure (teaspoon, tablespoon, etc) to the serving size column.						1/13/2020 1:46:26 PM			
01/13/2020	1297	409	Administrative Review	Saint Joseph School Inc					
Comments					Created By	Created Date			
Production records are intended to be useful tools to record production information. The production record template currently in use lacks required information: meals planned at lunch, the name of the fruit offered at breakfast. 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).						1/13/2020 1:45:37 PM			
01/13/2020	1296	410	Administrative Review	Saint Joseph School Inc					
Comments					Created By	Created Date			
Please request a product formulation statement from the manufacturer for the tomato soup. If one is not available then it must be credited according to the Food Buying Guide, which is 1 cup tomato soup credits as ¼ cup red/orange vegetable. Otherwise, you could choose to consider the tomato soup as an extra/bonus vegetable and offer additional vegetables on the serving line so that students have access to at least ¾ cup vegetable.						1/13/2020 1:43:10 PM			
01/13/2020	1295	410	Administrative Review	Saint Joseph School Inc					

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Comments	Created By	Created Date
Daily vegetable shortage at lunch on Monday December 9th, of the week of review. ½ cup tomato soup was served, that was thought to credit as ¼ cup vegetable. However, with no additional crediting documentation from the manufacturer the Food Buying Guide was used and ½ cup tomato soup only credits as ? cup veg. This led to the daily vegetable shortage.		1/13/2020 1:42:54 PM