

# Administrative Review Report

Green Bay Area Catholic Education, Inc.

## Commendations:

### **From the Nutrition Program Consultant:**

Our sincere thanks to the administration and school nutrition staff of Green Bay Area Catholic Schools. We really appreciate the time and effort spent preparing for and participating in the administrative review process, especially the organization of documents! Thank you for your availability during the on-site portion of the review and being open to discussion and suggestions. Thank you for everything that you do to help the kids succeed!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2023-24 General Program Reminders which has been uploaded to the documents tab in SNACS.

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage ( <https://dpi.wi.gov/school-nutrition/training>).

**From the Public Health Nutritionist:** Thank you to all the GRACE Schools staff, both on site and at the district office, for the warm welcome and cooperation during Administrative Review (AR). All daily and weekly breakfast and lunch meal pattern components and quantity requirements were met for the week of review, and you offered a great variety of food to your students! Thank you to the Food Service Director for keeping organized records, including Buy American tracking, crediting documentation, standardized recipes, and production records on file. Thank you for serving healthy, nutritious meals to your students!

# Administrative Review Report

Green Bay Area Catholic Education, Inc.

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	711	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	<p>Flagged 01/24/2024 02:15 PM</p>	<p><b>Finding:</b> A teacher was observed taking more food than a student at lunch. Adults cannot take more food than the amount a high school student may take. Refer to the meal pattern for 9-12 graders.</p> <p><b>Corrective Action:</b> Adult meals are nonprogram foods and must be charged for accordingly. If an adult would like additional food outside of what a high school reimbursable meal is, they must pay the a la carte price. Communicate this requirement with all staff. Submit a statement of how you communicated this with staff.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	<p>Flagged 01/24/2024 02:19 PM</p>	<p><b>Finding:</b> The SFA does not have the correct procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><b>Corrective Action:</b> Utilizing the DPI template policy (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a>), develop procedures for the SFA, post a copy to the school website and submit a statement in SNACS when this has been completed.</p>
<b>Site Name</b>	Father Allouez Catholic School	
<b>Form Name</b>	Dietary Specification Assessment Tool (On Site Observation)	
<b>Question #</b>	19	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 02/27/2024 05:30 PM</p>	<p><b>Finding:</b> Standardized recipes are required for all menu items made in-house with more than one ingredient.</p> <p>The GRACE Turkey and Cheese Sandwich, 2017 (#990259) needs updating. The ingredients and the instructions do not match.</p> <p>Trio Gravy, 2017 (#990156), the recipe portion size, number of portions, and ingredients don't match.</p> <p><b>Corrective Action:</b> Submit a standardized recipe for the two recipes listed in the finding. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage ( <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a> ).</p>
<b>Site Name</b>	Notre Dame of Depere	

# Administrative Review Report

Green Bay Area Catholic Education, Inc.

<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)	
<b>Question #</b>	317	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	<p>Flagged 01/24/2024 02:17 PM</p>	<p><b>Finding:</b> The SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students; which constitutes overt identification.</p> <p><b>Corrective Action:</b> Work with your software provider to ensure overt identification is not occurring at all schools within GRACE, Inc. Submit a statement documenting how this was corrected.</p>
<b>Site Name</b>	Notre Dame of Depere	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/27/2024 05:13 PM</p>	<p>At both Notre Dame Catholic and St. Matthew's Catholic Grade Schools, the preschool students were served the K-5/8 lunch meal pattern, but were not served at the same time, in the same way as the older students. The co-mingling flexibility may be used in situations in which it would be a challenge for staff to determine, during meal service if a child is in preschool or older. It may also be used when it would be difficult to provide each age group the proper foods and portion sizes according to the grade-appropriate meal patterns.</p> <p><b>Finding:</b> Children who are not yet in kindergarten must be served the preschool (4K students only) meal pattern if not co-mingled with other grade groups at meals. Students in a 3K program must be served the preschool meal pattern and may not be co-mingled.</p> <p><b>Corrective Action:</b> Please submit the following: A detailed statement of how the preschool (K4) students and the 3K students will be served lunch. Watch the Preschool Meal Pattern a 30 minutes webcast.  Submit a list with which school nutrition professional, preschool teachers, and staff have taken, with details including when the trainings took place, names, and signatures of the participants.  Submit one week of completed production records showing that the preschool students are served the preschool meal pattern.</p>
<b>Site Name</b>	Father Allouez Catholic School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	431	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/27/2024 05:25 PM</p>	<p><b>Finding:</b> There were no planned serving sizes on the Salad Station Production Records at Father Allouez Resurrection Catholic School. Garden bar production records must meet the same criteria as production records used to record main line items.</p>

# Administrative Review Report

Green Bay Area Catholic Education, Inc.

		<b>Corrective Action:</b> Submit updated Garden bar or add all fruits and vegetables to main production records with serving sizes for each menu item. Although not required, DPI's Salad Bar or Garden Bar Production Records may be used.
<b>Site Name</b>	Father Allouez Catholic School	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	500	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/27/2024 05:06 PM</p>	<p>At the Father Allouez Resurrection and St. Matthew's Catholic School sites, the food service staff were unclear about the Offer versus Serve (OVS) requirements for lunch. Staff was observed serving items to students without ensuring the student wanted it and production records are being completed without a clear understanding of OVS, making the same number of servings of each item each day.</p> <p><b>Finding:</b> Although all students observed took a reimbursable meal, it is important for staff to understand the OVS requirements, how OVS can help school reduce food waste, and can help with costs. OVS resources on WI DPI's Menu Planning webpage may be used as training resources ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</a> ).</p> <p>The Meal Pattern e-learning resources may also be helpful ( <a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description</a> )</p> <p><b>Corrective Action:</b> Have all staff responsible for determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
<b>Site Name</b>	Father Allouez Catholic School	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1404	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	<p>Flagged 01/24/2024 02:39 PM</p>	<p><b>Finding:</b> Students at Father Allouez are using the table in the cafeteria as a sharing/no thank you table.</p> <p><b>Corrective Action:</b> Review the Sharing/No Thank you Table toolkit, adapt an SOP for this and implement it. Educate the students and staff about Offer vs. Serve to cut down on the number of unopened milk cartons, yogurt cups and applesauce, etc. are left on the table in the cafeteria after meal service. Submit a statement of what you plan to do for this.</p>
<b>Site Name</b>	Notre Dame of Depere	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1404	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	

# Administrative Review Report

Green Bay Area Catholic Education, Inc.

<b>Corrective Action History</b>	Flagged 01/23/2024 12:10 PM	<b>Finding:</b> The equipment inventory list and process 1, 2, and 3 foods list has not been completed in the food safety manual. <b>Corrective Action:</b> Complete the pages of the food safety manual listed above. Submit a statement when these have been completed.
<b>Site Name</b>	Father Allouez Catholic School	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	Flagged 01/24/2024 02:04 PM	<b>Finding:</b> The most recent food safety inspection is not posted in a public location of the school. <b>Corrective Action:</b> Move the food safety inspection to the hallway outside of the kitchen. Corrected on-site. No further action required.
<b>Site Name</b>	Father Allouez Catholic School	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1407	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	Flagged 01/24/2024 02:04 PM	<b>Finding:</b> The equipment list is not filled out in the Food Safety manual. <b>Corrective Action:</b> Take inventory of the equipment at Father Allouez and record it in the Food Safety manual. Submit a statement this has been completed.
<b>Site Name</b>	Notre Dame of Depere	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1407	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	Flagged 01/23/2024 12:08 PM	<b>Finding:</b> Staff were improperly using gloves in the service line and at the point of service. <b>Corrective Action:</b> Review the glove wearing SOP with all food service staff. Submit a statement that all staff have reviewed the SOP and that they will only use gloves when directly serving food.
<b>Site Name</b>	Father Allouez Catholic School	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1408	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	

# Administrative Review Report

Green Bay Area Catholic Education, Inc.

<b>Corrective Action History</b>	Flagged	<p><b>Finding:</b> At the St. Matthew’s campus, milk was put into a milk barrel cooler without ice panel inserts. Milk was unable to stay cold throughout service.</p> <p><b>Corrective Action:</b> Milk must be kept in the milk cooler during meal service, allowing the students to grab their milk directly from the milk cooler or there needs to be ice panel inserts inserted into the milk barrel during meal service. Submit a statement of how you will ensure milk stays cold during meal service.</p>
	01/24/2024 02:38 PM	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
---------	----------	------------	---------	------	-------------	-------	-------	-----------