

Administrative Review Report

Immanuel Evangelical Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/06/2019	12/12/2019
On-Site Review	01/07/2020	01/08/2020
Site Selection Worksheet	11/06/2019	12/10/2019
Entrance Conference	01/07/2020	01/07/2020
Exit Conference	01/08/2020	01/08/2020

State agencies (SA) are required to conduct Administrative Reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- * Determine whether the SFA meets program regulations,
- * Provide technical assistance,
- * Secure needed corrective action,
- * Assess fiscal action, and when applicable, recover improperly paid funds.

Appreciation/Commendations:

Thank you to the staff at Immanuel Evangelical Lutheran 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 receptive to recommendations and guidance to clarify program requirements. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

The DPI review team appreciates the eagerness of the staff at Immanuel Evangelical Lutheran School for their willingness to make changes to meet school nutrition program regulations. The staff is concerned for the nutritional well-being of their students as evidenced through customer service, local wellness and encouraging students to try food items. We were impressed during meal service that the students were well-behaved and courteous, plus excited for lunch options.

Recommendations:

Training Opportunities:

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. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, 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).

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, or 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).

Refer to the Technical Assistance and Compliance Reminders resource sent in an email and in the SNACS Documents tab.

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)
Question #	305: Finding: The SFA does not have an Unpaid Meal Charge Policy in place. 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.
Corrective Action Status	CAP Accepted: Corrective Action Plan Submitted Will be written/developed by June 30, 2020.
Form Name	Food Safety and Buy American (1400-1403)
Question #	1400: Finding: Each SFA must have a written site specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP or other FNS programs (7 CFR 210.13). CA: Review the Food Safety Plan Standard Operating Procedures that apply to food temperatures and the temperature danger zone. Have the people who receive the food watch the Food Safety Review series (15 minutes) and upload to the Corrective Action in SNACS the food temperature logs for 5 school days of documentation.
Corrective Action Status	CAP flagged; not submitted
Form Name	Civil Rights (800 - 807)
Question #	803: Finding: The SFA has procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1), but they are not written. CA: Provide a timeline for when a school meal program complaint policy will be put in place. Provide the title of the SFA representative that will ensure compliance.
Corrective Action Status	CAP Accepted: Corrective Action Plan Submitted Written policy will be developed by June 30, 2020 by administrator and staff.
Form Name	Meal Components and Quantities (400-408)
Question #	403: Finding: During meal observation it was noted that 2% unflavored milk was available to students. The only allowable milk types that can be served as part of the National School Lunch Program are unflavored low-fat (1%) milk and flavored or unflavored fat-free (skim) milk. Corrective Action: Submit a statement of understanding on the allowable milk types.
Corrective Action Status	CAP flagged; not submitted
Form Name	Local School Wellness (1000 - 1006)
Question #	1000: Finding: Current Local Wellness Policy (LWP) does not include all of the required content (define committee, process for a triennial assessment, and how to inform the public of meetings, updates and compliance with the requirement of having a local wellness policy). There are several items in the current policy that must be changed according to current programs. (7 CFR 210.31). CA: Submit a timeline for bringing the LWP into compliance and include the title(s) of the SFA representative(s) that will ensure compliance.
Corrective Action Status	CAP Accepted: Corrective Action Plan Submitted Will be reviewed and revised by June 30, 2020 by administrator.

Technical Assistance Entries:

Comments		
	Question #	Created Date
Each year, staff with responsibility for school nutrition programs must complete annual training that is applicable to their job. Documentation of trainings/continuing education must be maintained for all school food service staff to demonstrate the minimum training requirements are being met (7 CFR 210.30).	1219	1/7/2020 1:18:28 PM

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Comments	Question #	Created Date
USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: •Promotion of the summer meals locator on the DPI Summer Meals webpage •Promotion of calling 211 to locate meals in the area •Promotion of the ability to text 'food' to 877-877 to locate meals in the area •Promotion of the USDA Summer Food website (http://www.fns.usda.gov/summerfoodrocks) 7 CFR 210.12(d)	1601	1/1/2020 4:37:09 PM
Comments	Question #	Created Date
SFAs may claim visiting students in the paid category or the individual's category with documentation.	305	1/1/2020 4:33:44 PM
Comments	Question #	Created Date
Communication about meal benefits should be sent to household parents directly rather than in the student's backpack for better confidentiality.	107	1/1/2020 4:27:28 PM
Comments	Question #	Created Date
Students found on Direct Certification match lists as well as students with meal benefits from approved household applications or other source categorical confirmation are included on a benefit issuance list. The list must be kept up to date so correct benefits are given at the point of service.	103	1/1/2020 4:22:39 PM