

# Administrative Review Report

Bethlehem Lutheran School

**Review Schedule:** On-site Review = 1/29/2020 – 1/30/2020

State agencies (SA) are required to conduct Administrative Reviews (AR) 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 Bethlehem Lutheran School #59-7121 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 on-site portion of the review. The Food Service Director (FSD) is very organized. Many of the areas of the Administrative Review, including civil rights and resource management were thoroughly completed before the review. The FSD is participating in learning experiences in pursuit of the 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](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills)).

The DPI review team appreciates the eagerness of the staff at Bethlehem 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 food safety, menu options, customer service, local wellness, and professional standards trainings. We were impressed during meal service that the students were kind and considerate while they were being well-cared for with great customer service and special menu choices.

The DPI review team is confident that Bethlehem Lutheran School will continue to improve their knowledge and operation of child nutrition programs.

Special note: Thirty-eight eligibility determinations were reviewed with three errors identified.

## Commendations from the Public Health Nutritionist:

Thank you to the Food Service Director (FSD) for the organization and cooperation during this Administrative Review (AR). It was appreciated that the Food Service Director sent documentation ahead of the onsite visit in a timely manner and was consistently quick to respond to questions; this greatly expedited the AR. It is noteworthy that the FSD correctly operates the Infant and PreK meal pattern by only providing unflavored milk and does not have the PreK students participate in offer versus serve. The FSD has attended trainings sponsored by the DPI School Nutrition Team in the past and it is evident that she applies the knowledge to her food service operation. Thank you for serving healthy, nutritious meals to the students of the Bethlehem Lutheran School!

The meal signage and other colorful posters made the cafeteria very attractive and an informative classroom. Very nice!

## 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](http://dpi.wi.gov/school-nutrition/training)).

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## Findings and Corrective Action:

Form Name	Local School Wellness (1000 - 1006)
Question #	1000
Corrective Action	<p><b>Finding:</b> Current Local Wellness Policy (LWP) does not include all of the required content to include public involvement, and a way to update or inform the public of the policy. (7 CFR 210.31).</p> <p><b>Corrective Action:</b> Submit a timeline for bringing the LWP into compliance and include the title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	Verification (207 - 215)
Question #	208
Corrective Action	<p><b>Finding:</b> SFA did not need to complete verification, so a confirmation review was not needed; however, the confirming official signed applications later submitted,</p> <p><b>Corrective Action:</b> Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official only for the selected application(s) before reaching out to households selected for verification.</p>
Form Name	Professional Standards (1210 - 1219)
Question #	1216
Corrective Action	<p><b>Finding:</b> Some school nutrition (part-time and helpers, plus confirming official) have not started training for the 2019-20 school year, yet. The suggested training checklist may provide ideas for training topics. (7 CFR 210.30).</p> <p><b>Corrective Action:</b> Provide a statement of the training plan to be completed for staff by June 30, 2020.</p>
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	126
Corrective Action	<p><b>Finding:</b> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). The household's meal benefits were incorrectly calculated. See the SFA-1 provided by the consultant for details.</p> <p><b>Corrective Action:</b> Notify the household of the correct meal benefit, per program requirements. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Corrective Action	<p><b>Finding:</b> During several days during the review month, the SFA neglected to complete all of required areas of the production records. Purchase units, serving sizes and component contributions were missing on several days. Technical Assistance was provided</p>

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during the onsite visit to assist staff in meeting this requirement.  
**Corrective Action:** Please submit one week of complete production records. Include all required information for all components.

## Technical Assistance Entries:

TA Date	Question #	
01/29/2020	801	
<b>Comments</b>		
When preparing the Public Release to be distributed, the SFA may combine locations to be contacted and delete the reference to breakfast and special milk programs.		
01/29/2020	1407	
<b>Comments</b>		
Review Standard Operating Procedures (SOPs) for personal hygiene, washing hands and glove use.		
01/23/2020	800	
<b>Comments</b>		
The nondiscrimination statement (NDS) must be included on letters, menus, website, and other documents used to convey program information to the public. The current NDS must be used ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc</a> ) in the same size font as the other text in the document. When space is very limited (printed menus, low balance notices) the abbreviated statement may be used, "This institution is an equal opportunity provider."		
01/23/2020	305	
<b>Comments</b>		
All SFAs must have an Unpaid Meal Charge policy in place that is communicated and distributed to the households, annually.		
01/23/2020	305	
<b>Comments</b>		
SFAs may claim visiting students in the paid category or the individual's category with documentation (unless they are from a CEP school).		
01/30/2020	128	
<b>Comments</b>		
When an application has only one frequency of income, use that column on the Income Eligibility Guidelines rather than converting to an annual figure.		