

Administrative Review Report

St. John the Baptist School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/15/2019	11/12/2019
On-Site Review	12/12/2019	12/12/2019
Site Selection Worksheet		
Entrance Conference	12/12/2019	12/12/2019
Exit Conference	12/12/2019	12/12/2019

Commendations:

Our sincere thanks to the director of administrative services, the principal and the school nutrition professionals of St. John the Baptist Catholic School. We appreciate your time and efforts spent preparing for and participating in the administrative review process. Additionally, we appreciate your flexibility in using the new SNACS software for the audit process.

We were impressed with how well all staff work as a team to create and maintain a high quality lunch program. The food service staff and the teaching staff maintain a very pleasant environment in the cafeteria. They have friendly smiles for the students and greet them by name. Production and service spaces are clean and tidy. Keep up the good work!

Awesome job and thank you for what you do for kids!

For more in depth technical assistance see the 19-20 Compliance Reminders that has been uploaded to the documents tab in SNACS.

For additional questions or information on the USDA Child Nutrition Programs, feel free to contact the school nutrition team specialists or visit the [DPI school nutrition webpage](#).

Recommendations

The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts school nutrition training each summer in various locations around the state. The SNT also offers webcasts to cover many areas of the school nutrition programs including administrative/financial responsibilities, program basics, menu planning requirements, free/reduced benefit issuance, and many other topics.

Find more information on these training opportunities on the [DPI School Nutrition Training](#) webpage.

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Findings and Corrective Action:

Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>12/12/2019 12:48 PM</p>	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <ul style="list-style-type: none"> All SFAs must have or policies in place for handling civil rights complaints in regard to discrimination in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). A SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. Please refer to the USDA Program Discrimination Complaint Form for assistance in filing these complaints. Civil rights complaints that are filed with the district, must be forwarded to the Civil Rights Division of USDA FNS within five days. <p>CA: Provide a timeline for when a school meal program complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	215	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>12/12/2019 10:30 AM</p>	<p>Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a) Begin the verification process earlier in October so it is completed by November 15. It is recommended the verification tracker form be used each year to ensure all requirements have been met.</p> <p>CA: Provide a statement indicating that the verification tracker form will be used for the 20-21 SY and verification will be completed by November 15.</p>
Site Name		

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Form Name	Local School Wellness (1007)		
Question #	1007		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 12/04/2019 09:41 AM	<p>Finding: The Local Wellness Policy (LWP) is missing language for 3 elements: Food and Beverage Marketing, Triennial Assessment, Update/Inform the Public. For examples of language that could be used see the 'Compliance Reminders' uploaded in SNACS.</p> <p>CA: Provide a timeline when these 3 elements will be added to the LWP.</p>	
Site Name	St. John The Baptist		
Form Name	Meal Counting and Claiming - Review Period (322-325)		
Question #	325		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 12/12/2019 10:45 AM	<p>Finding: In November, two students were claimed in the reduced category that should have been claimed in the paid category. This was a one-time error. Monthly edit checks are being done correctly.</p> <p>CA: After discussion, I am confident the person submitting claims is knowledgeable about the edit check and claims procedures. No further CA is necessary.</p>	
Site Name	St. John The Baptist		
Form Name	Meal Components and Quantities - Review Period (409-412)		
Question #	410		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 12/12/2019 11:46 AM	<p>Finding: There was a daily vegetable shortage on Friday, November 8th, 2019. ¼ cup of winter squash and ¼ cup creditable leafy green vegetables were offered, for a total of ½ cup of vegetable. The daily minimum vegetable requirement for grades K-8 at lunch is ¾ cup vegetable.</p> <p>Corrective Action: Submit a statement explaining how this daily vegetable shortage will be corrected for this menu day.</p>	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
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12/12/2019	1136	24	Administrative Review	St. John The Baptist	FSD				
Comments									
					Created By			Created Date	
During meal observation it was noted that a salt shaker was available on the condiment station. While this is technically allowable, keep in mind the sodium limits for lunch and try to limit sodium wherever possible.								12/12/2019 1:11:32 PM	
12/12/2019	1135	1105	Administrative Review	St. John The Baptist	FSD				
Comments									
					Created By			Created Date	
St. John the Baptist is tracking food fundraisers in an Excel sheet, but the sheet does not have a place for the location and time of the fundraiser. Exempt fundraisers (those that sell foods/beverages that do not meet the Smart Snacks requirements) may not occur in the meal service area during meal times. For this reason, it is important to document the time and location of exempt fundraisers to show that they are in compliance with the regulations.								12/12/2019 1:03:33 PM	
12/12/2019	1134	1300	Administrative Review	St. John The Baptist	Food service director				
Comments									
					Created By			Created Date	
It is recommended to clean the water fountain in the cafeteria.								12/12/2019 11:53:02 AM	
12/12/2019	1133	700	Administrative Review	ALL	Person responsible for school meal accounts				
Comments									
					Created By			Created Date	
All meal funds left in inactive accounts must be refunded unless paid households have chosen to donate those funds to the school food service account. Funds remaining in a reduced student account cannot be donated to the school food service account. Any funds left in a student meal account, which cannot be returned, must be turned over to the Wisconsin Department of Revenue as unclaimed property.								12/12/2019 11:44:55 AM	
12/12/2019	1130	136	Administrative Review	ALL	Person responsible for benefit issuance				
Comments									
					Created By			Created Date	

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It is recommended to discontinue use of the current sharing of information form disclosing to St. Vincent de Paul and Plymouth Community Education and instead let families self-disclose to these organizations.		12/12/2019 10:23:48 AM
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