

Administrative Review Report

St. Paul Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/08/2019	12/12/2019
On-Site Review	01/09/2020	01/10/2020
Site Selection Worksheet	11/08/2019	11/08/2019
Entrance Conference	01/09/2020	01/09/2020
Exit Conference	01/10/2020	01/10/2020

Due date for Corrective Action: February 10, 2020

Commendations:

Thank you to the staff at St. Paul 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 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 DPI review team appreciates the eagerness of the staff at St. Paul 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, customer service, local wellness, and staff involvement. We were impressed during meal service that students had a choice of entrees to select. They operate with no Offer versus Serve, so each student receives the complete reimbursable meal. St. Paul's staff and lunch volunteers complete training and focus on food safety and employee health. Professional Standards required trainings are tracked correctly.

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

Special note: Thirty eligibility determinations were reviewed with zero errors identified.

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](http://dpi.wi.gov/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](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

Notes

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

An assessment of the Local Wellness Policy (LWP) must be conducted once every three years, with the first assessment completed no later than June 30, 2020. The SFA must develop a report that describes the extent to which schools comply

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with the LWP; the progress made toward attaining the goals of the LWP; and the extent to which the LWP compares to a model policy. To meet this requirement, the School Nutrition Team encourages SFAs to use: 1) The LWP Report Card to assess the extent to which schools comply with the LWP and progress made in attaining the goals of the LWP. 2) The WellSAT tool can be used to assess how the policy compares to a model policy. These tools are located on the Local Wellness Policy webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy>). Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31).

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)
Question #	305
Due Date	2-10-2020
Corrective Action	<p>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.</p> <p>CA: Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.</p>
Form Name	Civil Rights (800 - 807)
Question #	801
Due Date	2-10-2020
Corrective Action	<p>Finding: The Public Release was not distributed to the required locations.</p> <p>CA: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
Form Name	Civil Rights (800 - 807)
Question #	803
Due Date	2-10-2020
Corrective Action	<p>Finding: The SFA does not have written procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>CA: Provide a timeline for when a school meal program complaint policy will be written and communicated. Provide the title of the SFA representative that will ensure compliance.</p>
Form Name	Local School Wellness (1000 - 1006)
Question #	1000
Due Date	2-10-2020
Corrective Action	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content: to include defining the committee/public involvement, food and beverage marketing, a triennial assessment and how the public is informed about the content and implementation of the policy. (7 CFR 210.31).</p> <p>CA: Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	128
Due Date	2-10-2020
Corrective Action	<p>Finding: The correct income conversation factors were not used when determining meal eligibility on free and reduced price meal applications. Applications with one income frequency were annualized.</p> <p>CA: Review the Income Conversions section of the Eligibility Manual (pg. 61-62). Submit a</p>

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	statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced price meal application.
Form Name	Verification (207 - 215)
Question #	208
Due Date	2-10-2020
Corrective Action	<p>Finding: SFA performed a confirmation review of all applications, rather than just the one selected for the verification process. The confirming official must confirm the information on the application before verifying application(s).</p> <p>CA: 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 for the selected application(s) before reaching out to households selected for verification.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Due Date	2-10-2020
Corrective Action	<p>Finding: There were no production records on file for the week of review; staff at St. Paul Lutheran were relying on the transport sheets. Production records are required as documentation that your school is serving reimbursable meals that contain all required meal pattern components.</p> <p>CA: Sheboygan Area School District does provide thorough blank production records to their joint schools. Submit two weeks completed production records. Please also provide a written statement that the Production Records webcast was viewed in its entirety. (https://media.dpi.wi.gov/school-nutrition/final-production-records/story_html5.html)</p>

Technical Assistance Entries:

TA Date		Question #
01/09/2020		1006
<p>An assessment of the LWP must be conducted once every 3 years, completed by June 30, 2020. The SFA's report should describe how schools comply with the LWP; the progress toward attaining the goals; and the extent to which the LWP compares to a model policy. Found on the webpage: LWP Report Card, WellSAT tool. (https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy). Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31).</p>		
01/09/2020		801
<p>The Public Release template includes language for Breakfast and Milk programs. To avoid confusion, please delete those references in the actual public release next school year.</p>		