

# Administrative Review Report

Saint Paul Lutheran Church

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/09/2022	05/31/2023
On-Site Review	02/02/2023	02/02/2023
Site Selection Worksheet		
Entrance Conference		
Exit Conference		

## From the Nutrition Program Consultant:

Thank you to the staff at St Paul's Lutheran School for the courtesies extended to everyone 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 and the food service team do a nice job of offering nutritional meals to students. The support that staff that work with the food service director do a great job with their responsibilities to support the food service program. It was a pleasure to work with everyone!

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## Findings and Corrective Action:

<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 16, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA has received <i>Supply Chain Assistance Funds</i> and is not in compliance with the attestation signed when receiving these funds. The SFA is not aware of what the funds can be spent on. Some of the funds used were on some unallowable items. Technical assistance was provided on what the funds can be used for and what products are allowable.</p> <p>Corrective Action: Provide a statement of understanding of what the <i>Supply Chain Assistance Funds</i> can be used for. Review the tracking mechanism being used to disallow items that should not have been used toward the <i>Supply Chain Assistance Funds</i>. Provide the process that will be used to track how the funds are spent on allowable items.</p>
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 16, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA sells snacks during the school day which is a smart snacks compliant fundraiser. This fundraiser in regards to expense and revenues is not run through the food service account. However, the food items for the fundraiser are being ordered by the FSD. This is not allowable.</p> <p>Corrective Action: Provide a statement how this issue will be corrected and list the name/title of the person who will order food items for the fundraiser.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 16, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p>

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		Corrective Action: Provide a timeline for when a school meal program civil rights complaint policy will be put in place or included in an existing school policy. Provide the name and title of the SFA representative that will ensure compliance.
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1000	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 16, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Current Local Wellness Policy (LWP) does not include all the required content. Technical assistance was provided.</p> <p>Corrective Action: Provide a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1004	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 16, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 5, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the school website.</p>
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	

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<b>Due Date</b>	March 16, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The correct non-discrimination statement on the website was not in the correct format.</p> <p>Corrective Action: Update the non-discrimination statement to the correct format on the website. Submit a statement when this will be corrected.</p> <p>Finding: The application materials posted on the website were not for the current year.</p> <p>Corrective Action: Please update the materials on the website. Submit a statement on when this will be corrected.</p>
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1219	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>	March 16, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Non-school nutrition staff which include teachers and volunteers who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. Explain how training will be tracked for this staff.</p>
<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>	March 16, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: <i>The Employee Reporting Agreement</i> was not completed by staff and volunteers involved with the food service program. This agreement should be completed when there are new staff or volunteers added to the food service program or if there are changes to the agreement.</p> <p>Corrective Action: Please complete the <a href="#">Employee Reporting Agreement</a> and uploaded copies for all staff and volunteers involved in the food service program into SNACS.</p>
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1408	
<b>TA Log #</b>	No TA Log# found	

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<b>Due Date</b>	March 16, 2023		
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	<p>Finding: Temperatures (refrigerator, freezer, food, milk coolers, dish machine) must be recorded daily (7 CFR 210.13). The requested food temperature logs were incomplete as they were missing a second temperature.</p> <p>Corrective Action: Upload one week of completed food temperature logs into SNACS and provide a statement indicating how temperatures will be monitored and how logs will be retained going forward.</p>		

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/09/2023	2830	1219	Administrative Review	ALL	Authorized Representative			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
Teachers need training as they manage the POS. Technical assistance was provided for the authorized representative to keep track of trainings for food service staff, non-school foodservice staff, and volunteers.								
02/02/2023	2806		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
Be specific on production records about the identity, brand, portion size, and description of items served. For example, instead of "chicken patty", list the brand name and product number if available. A copy of the Production Record Requirements and templates may be found on our webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records</a> ).								