

W I S C O N S I N D E P A R T M E N T O F
P U B L I C I N S T R U C T I O N

SFA Name: St. John Vianney School 677498
 Administrative Review Conducted on: 2/15/2017
 Sites Selected for Review: St. John Vianney School 677498

Commendations & Suggestions

Outstanding job meeting all of the requirements for lunch. All daily and weekly meal component and food quantity requirements were met for the week of menu review.

Documents were well organized. With few exceptions, records were complete and included required documentation. Suggestions and recommendations were accepted well with plans for implementation.

The district should be commended for the very colorful, healthy choices and appealing menus that are served to the students.

All employees were very professional and the cafeteria line staff had great interaction with the students.

The FSD was very cooperative and initiated some of the corrections on the same day of the review.

The kitchen and cafeteria were very clean and well organized.

The dining and serving area were conducive to students eating well and provided a healthy social environment for students to enjoy their meal. Foods were well prepared and the staff was friendly and helpful to students.

The staff had questions and were eager to learn.

There are many resources on DPI and other websites that have a wealth of information. When you have questions it is a good idea to seek out these places, find the answer, and make any necessary adjustments.

When completing any document be sure all questions are answered, and rows and columns are completed.

Date Corrective Action Plan was provided to SFA: 3/17/2017

Due Date for Corrective Action Plan: 4/14/2017

The following pages address the findings that were identified during your Administrative Review.
 For each finding you will be presented with the following:

The finding, and details specific to the SFA regarding the finding

The Code of Federal Regulations citation number or alternate resource citation

A summary of the regulation / requirement

Suggested guidance for the SFA in order to achieve compliance

SFA area for reply to state how, when and by whom corrections will be made

Please provide a detailed response to each finding in the spaces provided.

Finding #1
No person has been designated as the food service director. Someone must complete the training hours required for a food service director.
Technical Assistance Provided
<p>During the review, the SFA was informed that a director must be assigned and complete the required training hours as director.</p> <p>Please visit the site: http://dpi.wi.gov/sites/default/files/imce/school-nutrition/professional-standards-training-requirements.pdf for professional standards information.</p> <p>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 at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, 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.</p> <p>Please keep in mind that WI requires someone in the SFA to hold a certificate of Food Protective Practices when the SFA participates in NSLP. This is administered by DHS.</p>
Regulation / Citation and Summary
210.30(b) Minimum standards for all school nutrition program directors. Each school food authority must ensure that all newly hired school nutrition program directors meet minimum hiring standards, as set forth in this section.
SFA Suggested Guidance for Compliance
To come into compliance, one person must be assigned as food service director. Please ensure that the hiring standards and training requirements are met. Please submit a copy of all hours of training completed and the dates of all future trainings.
SFA Response

Finding #2
The SFA has not completed SFSP outreach.
Technical Assistance Provided
It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA.
Regulation / Citation and Summary
210.12(d)(2) School food authorities must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
SFA Suggested Guidance for Compliance
To come into compliance with this requirement, the SFA must submit an assurance to the State Agency that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program. Additionally, please state the name and position of the person who will oversee compliance in this area.
SFA Response

Finding #3
Resource Management – NonProgram Foods Prior to this review, the SFA did not determine compliance with nonprogram food revenue requirements using the USDA NonProgram Food Revenue Tool or the DPI NonProgram Food Price Calculator.
Technical Assistance Provided
The SFA has not determined compliance with nonprogram food revenue requirements. The NonProgram Food Revenue Tool (or DPI's NonProgram Price Calculator Tool) should be completed every year. You can use a one-week reference period instead of gathering numbers for an entire year. This tool should include adult meals, extra milks, and extra entrees as your nonprogram foods. If the tool shows you are out of compliance, you need to increase nonprogram food prices (even if you are meeting the USDA adult meal pricing guidelines). A copy of the tool and a link to the USDA memo was sent in an email during this review. The SFA must complete this tool as part of their corrective action response.
Regulation / Citation and Summary
7 CFR 210.14 (f) Revenue from non-program foods. Beginning July 1, 2011, school food authorities

shall ensure that the revenue generated from the sale of non-program foods complies with the requirements in this paragraph.

(1) Definition of non-program foods. For the purposes of this paragraph, non-program foods are those foods and beverages; (i) Sold in a participating school other than reimbursable meals and meal supplements; and (ii) Purchased using funds from the nonprofit school food service account.

(2) Revenue from non-program foods. The proportion of total revenue from the sale of non-program foods to total revenue of the school food service account shall be equal to or greater than: (i) The proportion of total food costs associated with obtaining non-program foods (ii) The total costs associated with obtaining program and non-program foods from the account.

SFA Suggested Guidance for Compliance

As the corrective action response, please explain the process that will be put into place to ensure that the USDA Nonprogram Food Revenue Tool or the DPI NonProgram Price Calculator Tool is completed each year. This should include a timeframe for when the tool will be completed, the name by position of the person responsible for completing the tool, and the steps that will be taken if the tool shows you are out of compliance. Additionally, submit a completed copy of the tool. If the tool shows you are out of compliance, include a plan to increase nonprogram food prices.

SFA Response