

Administrative Review Report

St. Joseph Grade School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/04/2019	12/20/2019
On-Site Review	12/04/2019	12/05/2019
Site Selection Worksheet	12/02/2019	12/03/2019
Entrance Conference	12/04/2019	12/04/2019
Exit Conference	12/05/2019	12/05/2019

Commendations:

Thank you to the staff at St Joseph Grade 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.

It was a pleasure to meet and work with school nutrition staff. The lunch meal was very tasty and visually appealing. The dining area was warm and inviting. Please feel free to contact us with any questions or concerns you may have in the future.

Recommendations:

- 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).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.USDA.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/06/2019 07:45 AM</p>	<p>Finding: On the Annual Financial Report, some of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19) most specifically non-program foods. Corrective Action: Review the Annual Financial Report webcast or manual on the DPI website then update the 2018-19 Annual Financial Report with revenues and expenses broken out by program and category. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	705	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/06/2019 09:03 AM</p>	<p>Finding: The finding is that the SFA did not provide the unpaid meal balance policy/procedure in a written format to households at the beginning of the school year. Corrective Action: Please submit a statement on how this will be corrected moving forward. It was suggested to list the unpaid meal balance policy/procedure in the school handbook which households receive at the beginning of the year.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/06/2019 07:02 AM</p>	<p>Finding: The Public Release that was provided did not include the required information. Corrective Action: Provide a statement of understanding that the Public Release template found on the DPI website will be used moving forward to ensure all required information is included.</p>

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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 12/06/2019 07:03 AM</p>	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meals program (FNS Instruction 113-1). Corrective Action: Provide a timeline for when a school meals program discrimination complaint policy/procedure 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.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/06/2019 07:06 AM</p>	<p>Finding: Civil Rights training did not occur and documentation was not available to support that this training was provided to all teaching staff, secretary and student workers who interact with program participants in the current school year (FNS Instruction 113-1). Corrective Action: Provide the civil rights training to all staff that interact with program participants found on the DPI website. Upload the sign in attendance sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/06/2019 07:09 AM</p>	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was completed by October 31 however it was not completely fill out. Corrective Action: Submit a statement of understanding the Civil Rights Compliance Self Evaluation Form (PL1441) will be completely filled out moving forward each year.</p>
Site Name		

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Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	129	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/06/2019 09:10 AM</p>	<p>Finding: The <i>Frequently asked Questions</i> letter that the households are required to receive was sent out but not filled in at the beginning of the school with the application packet. Corrective Action: Please submit a statement of understanding that the <i>Frequently asked Questions</i> letter is filled out each year with the school information that is requested within the body of the letter.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	138	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/05/2019 12:02 PM</p>	<p>Finding: The SFA did not effectively utilize benefit issuance list (BI). The school only had one eligibility and did not have a benefit issuance list available. Corrective Action: Submit a copy of what the SFA will use as a benefit issuance list moving forward and upload into SNACS.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/05/2019 12:20 PM</p>	<p>Finding: The correct non-discrimination statement was not included on the lunch menu. Corrective Action: Update the lunch menu to include the correct non-discrimination statement. Upload into SNACS a copy of the updated menu. Finding: The non-discrimination statement was not included in the handbook that references the lunch program and on the school webpage where it references lunch program information. Corrective Action: Please add the non-discrimination statement to the hand book moving forward and the webpage. Submit a statement of understanding of this requirement.</p>
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Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/05/2019 06:18 PM</p>	<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30) or if they did receive training it was not documented. Corrective Action: Provide training for the current school year for all non-school nutrition staff with school nutrition program responsibilities. This includes teachers who only collect tickets at the point of service, the office secretary and student workers. Please submit a tracking tool for the secretary and any trainings she may have taken. Please submit attendance roster for teachers for the civil rights training. And for the student workers please provide specific training for their job responsibilities and submit a training roster for the trainings. One final note, be sure to fill out all required information such as date of hire, hours typically worked, etc. on the tracking tool that is currently used.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/06/2019 07:37 AM</p>	<p>Finding: The SFA did have a copy of the food safety plan however the HAACP 1,2 and 3 chart was not completed. Corrective Action: Update the HAACP 1,2 and 3 chart to show food items in each category that the SFA uses. Please submit the HAACP 1,2 and 3 chart. Finding: The employee reporting agreement was not completed by food service staff, volunteers and student workers. Corrective Action: Please review the employee reporting agreement and have all food service staff, volunteers and student workers sign off and submit copies into SNACs.</p>
Site Name	St Joseph Catholic Grade School	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	322	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 12/10/2019 07:26 AM	<p>Finding: SFA did have some manual internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. However, the SFA is not completing the correct manual monthly edit check that is required for the schools prior to claim submission.</p> <p>Corrective Action: Upload a monthly edit check using the correct monthly edit check for lunch into SNACS.</p>
Site Name	St Joseph Cath School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/05/2019 12:00 PM	<p>Finding: Signage was not posted to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>Corrective Action: Submit a picture of complete signage posted near the service line.</p>
Site Name	St Joseph Cath School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/05/2019 12:20 PM	<p>Finding: A: Missing grain component. The yogurt/string cheese entrée does not offer any grain. 6 yogurt and string cheese meals are subject to fiscal action. B: Missing M/MA component. The cereal entrée does not offer any M/MA. 6 cereal meals are subject to fiscal action. C: Weekly grain shortage. Students may select the cereal bowl-pack daily, and therefore only have access to 5 oz eq grain weekly. D: Weekly grain shortage. Students may select the PBJ daily, and therefore only have access to 5 oz eq grain weekly.</p> <p>Corrective Action for A-D: Please submit a written statement outlining what will be done to all alternate entrée options to ensure that all students have access to 1 oz eq grains daily/8 oz eq grains weekly, and 1 oz eq M/MA daily/9</p>

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		oz eq M/MA weekly. Include any updated standardized recipes, if applicable. Include a copy of updated lunch menu. Recommended: Only offer 1 alternate entrée, consisting of the following 3 items: PBJ, cereal, yogurt OR string cheese
Site Name	St Joseph Catholic Grade School	
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	<p>Flagged 12/05/2019 12:23 PM</p>	<p>Finding: There were 0 cups of beans/peas (legumes) offered during the week of review. K-8 students must be offered ½ cup of beans/peas (legumes) weekly.</p> <p>Corrective Action: Please submit a written statement outlining what will be done to ensure that students have access to 1/2 cup B/P[L] vegetable weekly.</p> <p>Finding: Daily vegetable shortage on Wednesday, 11/13/2109. Students were offered a side salad. Raw, leafy green credit as half the volume served. ½ cup of lettuce was served, which credits as ¼ cup vegetable. An additional ¼ cup of raw vegetables were offered. This is less than the daily requirement of ¾ cup vegetables for K-8 students.</p> <p>Corrective Action: Please submit a written statement outlining what will be done to ensure that students have access to ¾ cup vegetables daily. Include any updated standardized recipes, if applicable.</p>
Site Name	St Joseph Catholic Grade School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/05/2019 01:09 PM</p>	<p>Finding: Alternate entrees (PBJ, yogurt, cheese stick, and cereal) are not recorded on the production records. Additionally, not all required information is completed, including planned serving size, # of servings prepared, quantity prepared in purchase units, and leftover milk. All items offered as part of the reimbursable meal must be recorded. A production record was completed together on 12/4.</p> <p>Corrective Action: Submit one week of production records showing all items offered as part of the reimbursable meal each day.</p>
Site Name	St Joseph Catholic Grade School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	412	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/05/2019 01:10 PM</p>	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for the mixed greens salad (11/13) or carrot/cucumber cup (12/4). A partially completed recipe for the vegetable cup is uploaded to SNACS.</p> <p>Corrective Action: Submit a standardized recipe for the salad and vegetable cup (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p>
Site Name	St Joseph Cath School	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/05/2019 12:07 PM</p>	<p>Finding: Food service staff were unclear about the Offer versus Serve (OVS). Although all students observed took a reimbursable meal, it is important for staff to understand the OVS requirements. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).</p> <p>Corrective Action: Have staff responsible for determining reimbursable meals watch the lunch meal pattern webcast (http://dpi.wi.gov/school-nutrition/training/webcasts#lunch). Please submit a list of all people who view. Contact the PHN if there are further OVS questions.</p>
Site Name	St Joseph Cath School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/06/2019 07:27 AM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. Corrected onsite, no further action required.</p>
Site Name	St Joseph Catholic Grade School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	

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Question #	1409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/06/2019 07:43 AM	Finding: SFAs must ensure that food storage, preparation and service is in accordance with the state and local sanitation and health laws and regulations (7 CFR 210.13). The on-site and/or off-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas. The following food storage violation was observed, pickles were not stored in proper approved storage containers. Some other food items were noted not to be date marked. Corrective Action: Please begin to use approved containers for food storage. Please review the <i>Date Marking</i> SOP. Please submit a statement of how the SFA will move forward to correct these issues.
Site Name	St Joseph Catholic Grade School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/05/2019 12:01 PM	Finding: Mandarin oranges from China were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American Non-Compliant Product List or SFA equivalent. Corrective Action: Please submit a copy of completed non-domestic documentation for products identified above, as well as any other products found in inventory (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/05/2019	1104	1007	Administrative Review	ALL	Principal			
Comments						Created By		Created Date
Technical assistance was provided regarding the requirement of the triannual assessment which is required starting June 30, 2020. Additional items were discussed regarding some minor updates to the wellness policy and the requirement to list someone in the policy as a leadership role.								12/5/2019 6:01:52 PM
12/05/2019	1101	409	Administrative Review	St Joseph Cath School				

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Comments					Created By	Created Date
Fruits and vegetables are measured by volume. Volume is the measurement of space. Volume is measured using fluid ounces, spoodles, measuring cups, measuring spoons, and ladles. Purchase NSF 4 fl oz spoodles. They typically have a gray handle and are available with or without slots.						12/5/2019 1:13:46 PM
12/05/2019	1100	409	Administrative Review	St Joseph Cath School		
Comments					Created By	Created Date
Minimum 50% of weekly offerings must be whole grain-rich. The hamburger and hot dog buns are 1.75 oz eq grain and they are not whole grain-rich.						12/5/2019 1:13:11 PM
12/05/2019	1099	409	Administrative Review	St Joseph Cath School		
Comments					Created By	Created Date
Refer to "Half Cup Fruit and Vegetables" handout when crediting fresh fruits and vegetables (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/half-cup-fruit-veg.pdf). Keep in mind that approximately 14 grapes = ½ cup. Approximately 7 carrots = ¼ cup.						12/5/2019 1:12:52 PM