

USDA Child Nutrition Programs
Commendations, Corrective Actions & Technical Assistance

School Food Authority: St. Peter Evangelical Lutheran School **Agency Code:** 687842
School(s) Reviewed: 7415-St Peter Lutheran School **Review Date(s):** January 24, 2019
Review Team: TCB Reviewer **Date of Exit Conference:** 1/24/2019
Corrective Actions Due Date: 4/17/2019

State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

General Program Reminders/Updates:

- 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.

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at St. Peter Evangelical 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 TCB review team appreciates the eagerness of the staff at St. Peter Evangelical 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, menu, service, local wellness, and overall responsiveness to recommendations made while on site. We were impressed at the overall cleanliness of the kitchen and the courteousness of staff toward students.

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

Commendations

Commendation #1: *The food looked, smelled, and tasted fantastic. Thank you for serving great meals to your students, and for providing them great customer service.*

Required Corrective Actions

Please review and reply to this Corrective Action Plan to identify procedures and/or documents needed to correct these issues.

Finding #1: *The correct non-discrimination statement was not included on all program materials. Menu included the incorrect shortened version of the statement.*

Required Corrective Action #1: *Update program materials to include the correct non-discrimination statement. Upload into shared Google folder a copy of materials updated. [This was corrected prior to the day of review; no further action is necessary].*

Finding #2: *Program information is not made available to households with limited English Proficiency.*

Required Corrective Action #2: *Provide a plan of action to show reasonable steps will be taken to ensure access to program information to these households.*

Finding #3: *The SFA does not have procedures for handling discrimination complaints specific for the school meal program.*

Required Corrective Action #3: *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. [This was corrected prior to the day of review; no further action is necessary].*

Finding #4: *Current LWP does not include all of the required content (specific goals for nutrition education, physical activity, nutrition promotion and other school-based activities to promote student wellness; nutrition guidelines for all foods available on the school campus; a plan for measuring implementation; designation of one or more officials in charge of school compliance oversight.)*

Required Corrective Action #4: *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.*

Finding #5: *Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.*

Required Corrective Action #5: *Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into the shared Google folder.*

Finding #6: *The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).*

Required Corrective Action #6: *Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and timeframe for distributing SFSP outreach materials. [This was corrected prior to the day of review; no further action is necessary].*

Recommended Technical Assistance

Please review the following Technical Assistance; a response is not required. Internally, identify procedures and/or documents needed to work toward continuous improvement of the program. Please note, numbers below may not correspond directly to numbered findings above.

Technical Assistance #1: *Application materials and other communications with households concerning eligibility determinations must be provided in a language that parents or guardians can understand in order to diminish any language barriers to participation for individuals with limited English proficiency. SFAs must make reasonable efforts to provide household letters and application forms to families in the appropriate languages.*

Technical Assistance #2: *All SFAs must have procedures in place for handling civil rights complaints regarding discrimination in the National School Lunch Program and School Breakfast Program. All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service or State Agency within 3 days.*

Technical Assistance #3: *The SFA must provide a copy of the LWP or provide a timeline for compliance with this requirement, include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into the shared Google folder.*

Technical Assistance #4: *Documentation of trainings/continuing education must be maintained for all school food service staff to demonstrate the minimum training requirements are being met (7 CFR 210.30).*

Technical Assistance #5: *Continue the point of service we arranged on the day of review (prior to meal start) with the register moved to the end of the line to ensure proper verification of reimbursable meals.*

The State Superintendent of Wisconsin Department of Public Instruction shares a vision that every student will graduate prepared for college and career. His goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure student success.

For more information on this initiative, please visit the Wisconsin DPI [Every Child a Graduate](http://dpi.wi.gov/statesupt/agenda-2017) webpage (dpi.wi.gov/statesupt/agenda-2017).



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