

# Administrative Review Report

Immanuel Lutheran School

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/05/2019	01/10/2020
On-Site Review	01/28/2020	01/29/2020
Entrance Conference	01/28/2020	01/28/2020
Exit Conference	01/29/2020	01/29/2020

## Commendations:

### From the Nutrition Program Consultant:

Thank you to staff and school nutrition professionals at Immanuel Lutheran School for the courtesies extended to the review team during the on-site portion of the review. Thank you for the time and attention given to the off-site questionnaire and documents. Also for pulling records for the review team while on site. The review team is confident that Immanuel Lutheran School will continue to operate and improve its school meals programs.

### From the Public Health Nutritionist:

Thank you to all staff at Immanuel Lutheran School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the head cook for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Immanuel Lutheran School had a perfect week of review, meeting all required components and portion sizes for the National School Lunch Program meal pattern. Thank you for serving healthy, nutritious meals to the students of the Wisconsin Rapids community!

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## Findings and Corrective Action:

Site Name	
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)
Question #	705
Corrective Action History	<p><b>Finding:</b> The current business manager is leaving the SFA within a month of the on-site visit and it is unclear how the food service account will be maintained until a replacement is found.</p> <p><b>Corrective Action:</b> Please submit internal controls and checks and balances in the interim and what the new procedures will be once a new business manager is hired.</p>
Site Name	
Form Name	Civil Rights (800 - 807)
Question #	803
Corrective Action History	<p><b>Findings:</b> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><b>Corrective Action:</b> 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.</p>
Site Name	
Form Name	Civil Rights (800 - 807)
Question #	806
Corrective Action History	<p><b>Finding:</b> Civil Rights training has not yet been completed for student volunteers in the cafeteria nor for the 4K classroom teachers assisting with 4K lunch in the classroom. Civil Rights training completed by food service staff has not tracked on the training attendance log.</p> <p><b>Corrective Action:</b> Please have all required volunteers and staff complete the Civil Rights training, and then upload the completed attendance log into SNACS.</p>
Site Name	
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
Question #	1601
Corrective Action History	<p><b>Finding:</b> The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p><b>Corrective Action:</b> 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 time frame for distributing SFSP outreach materials.</p>
Site Name	
Form Name	Local School Wellness (1007)
Question #	1007
Corrective Action History	<p><b>Finding:</b> The Local Wellness Policy (LWP) is missing the following items from the LWP Checklist: Policy Leadership; Public Involvement; language regarding the Healthy,</p>

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	Hunger Free Kids Act; the Triennial Assessment; and the USDA Non-discrimination Statement.  <b>Corrective Action:</b> Revise policy and upload into SNACS.
<b>Site Name</b>	
<b>Form Name</b>	Professional Standards (1210 - 1219)
<b>Question #</b>	1217
<b>Corrective Action History</b>	<b>Finding:</b> Trackers are not maintained for food service staff.  <b>Corrective Action:</b> Please complete and upload trackers for the required staff into SNACS.
<b>Site Name</b>	
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)
<b>Question #</b>	318
<b>Corrective Action History</b>	<b>Finding:</b> 4K Point of Service (POS) does not mark off students at the POS. Students must be checked off at the POS, not prior to meals being taken. Currently, a list of names are provided to the POS staff member of which students said they wanted hot lunch. Then students are given their meals in the 4K classroom. An option could be that the name sheet given to the POS staff member with students who took a lunch will be given by 4K teacher after the teacher check off student in the classroom. This way, the POS is in the classroom and students are checked off as their received their meals.  <b>Corrective Action:</b> Upload corrected POS plan into SNACS.
<b>Site Name</b>	
<b>Form Name</b>	Meal Counting and Claiming - Review Period (322-325)
<b>Question #</b>	322
<b>Corrective Action History</b>	<b>Finding:</b> Edit Checks are not completed prior to submitting monthly claims.  <b>Corrective Action:</b> Complete an edit check for January 2020 and upload into SNACS.
<b>Site Name</b>	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1411
<b>Corrective Action History</b>	<b>Finding:</b> The following products were identified in the SFA's storage area as non-domestic and not documented: Olives (Egypt), Mandarin oranges (China), Pineapple (Thailand), Tropical Fruit Salad (Thailand), Frozen Broccoli (Mexico), and Frozen California Vegetable Blend (Mexico).  <b>Corrective Action:</b> Complete and submit Non-Compliant Product Forms for the products listed above. Non-Compliant Product Forms can be found here: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx">dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx</a> .

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## Technical Assistance Entries:

### Household Income Applications

- Be sure to record the exact date of approval, not the first day of school.
- The backs of applications must be completed. The CO and VO signatures are only for the Verification process.
- Applications are considered inactive if found on Direct Certification with the same or better benefit. These are exempt from the Verification process.

### Verification

- There were no active applications on file to complete the Verification process. When completing the Verification Collection Report, report that zero applications were verified.
- If Verification is to be completed in the 20-21 school year, please follow the [Verification Tracker Form and Packet](#) to complete the process ([dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms-packet.docx](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms-packet.docx)). Additional information is in the [Eligibility Manual](#) ([dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf)).

### Resource Management

- Be sure to report non-program foods revenues and expenditures and USDA Foods entitlement dollar values on the Annual Financial Report. See the [Financial Management webpage](#) for resources ([dpi.wi.gov/school-nutrition/program-requirements/financial-management](http://dpi.wi.gov/school-nutrition/program-requirements/financial-management)).

### Professional Standards

- The Professional Standards regulations in 7 CFR 210.30 establish annual training standards for all school nutrition program directors, managers, and staff. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program.
  - **Directors** must complete **12 hours** of annual trainings
  - **Managers** must complete **10 hours** of annual trainings
  - **Full-time staff** (20 hours or more/week) must complete **6 hours** of annual trainings
  - **Part-time staff** (less than 20 hours/week) must complete **4 hours** of annual trainings
- **Trainings must be tracked for the following individuals:** school nutrition directors, managers, and staff; school nutrition substitutes and volunteers; teachers or cashiers determining reimbursable meals at Point of Service; office staff with school nutrition program duties (submitting claims for meal/snack programs, processing free and reduced-price applications, verification, or financial management).

### Civil Rights

- USDA requires civil rights training on an **annual basis** for all who interact with the Child Nutrition Programs participants. The training outlines specific civil rights regulations that govern these programs. The training informs administrators of these programs receiving Federal financial assistance of their rights and responsibilities.
- The [PI-1441 Self-Compliance Form](#) must be completed each school year by **October 31** ([dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc](http://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc)).

### Local Wellness Policy

- The Local Wellness Policy's (LWP) first Triennial Assessment is to be completed by June 30, 2020. Please utilize the WellSAT assessment on the [LWP webpage](#) ([dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy](http://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy)).

### Summer Meals Outreach

- All SFAs operating NSLP are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all SFAs regardless of whether or not SFSP is offered by the SFA itself.
- Acceptable outreach activities may include developing and distributing printed and electronic materials that provide information on the availability and location of summer meals to families of school children prior to the

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end of the school year. SFAs may distribute information through means normally used to communicate with households of enrolled children. For example, a link to the SFSP site map could be included in a spring parent newsletter. Additional information can be found on the [Administrative Review webpage](#) and the [SFSP Find a Summer Meals Site webpage](#) ([dpi.wi.gov/school-nutrition/administrativereview](http://dpi.wi.gov/school-nutrition/administrativereview); [dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site](http://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site)).

## Standardized Recipes

- The standardized recipe for Chicken and Gravy with Biscuits did not include the total number of servings the recipe yields (i.e. 59 servings). Please include this information on all standardized recipes.

## Production Records

- The production record template currently in use lacks required information: the name of the site (Immanuel Lutheran School), meal type (lunch), and the recipe name and number used at service. A copy of the Production Record Requirements and templates may be found on our [Production Records webpage](#) ([dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records](http://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records)). Please adapt the current production record to include this information.

## Additional Resources:

- [Edit Check form](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/monthly-edit-check.doc) ([dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/monthly-edit-check.doc](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/monthly-edit-check.doc))
- [Professional Standards webpage](http://dpi.wi.gov/school-nutrition/program-requirements/professional-standards) ([dpi.wi.gov/school-nutrition/program-requirements/professional-standards](http://dpi.wi.gov/school-nutrition/program-requirements/professional-standards))
- [Professional Standards training requirements](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-training-in-a-nutshell.pdf) ([dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-training-in-a-nutshell.pdf](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-training-in-a-nutshell.pdf))
- [DPI Professional Standards Training Tracker](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx) ([dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx))
- [Civil Rights training](http://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#crtraining) ([dpi.wi.gov/school-nutrition/program-requirements/civil-rights#crtraining](http://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#crtraining))
- [Civil Rights training attendance log](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/civil-rights-training-attendance-record.doc) ([dpi.wi.gov/sites/default/files/imce/school-nutrition/civil-rights-training-attendance-record.doc](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/civil-rights-training-attendance-record.doc))
- [Summer meals poster](http://dpi.wi.gov/community-nutrition/sfsp/outreach) ([dpi.wi.gov/community-nutrition/sfsp/outreach](http://dpi.wi.gov/community-nutrition/sfsp/outreach))