

Administrative Review Report

St. John's Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/13/2023	04/03/2023
On-Site Review	04/04/2023	04/06/2023
Site Selection Worksheet	10/01/2022	10/31/2022
Entrance Conference	04/04/2023	04/04/2023
Exit Conference	04/05/2023	04/05/2023

Commendations:

From the Nutrition Program Consultant:

Our sincere thanks to the administration and school nutrition professionals of St. John's Lutheran School. We appreciate your time and efforts spent preparing for and participating in the administrative review process. Thank you for being available during the on-site portion of the review and helping us to gather the needed documentation and information. Thank you for serving healthy, nutritious meals to your students! You have an outstanding understanding of program requirements and your quick responses to actions needed were greatly appreciated!

From the Public Health Nutritionist:

Thank you to all administrative staff, school nutrition professionals, and the business manager at St John's Lutheran School for your cooperation during this administrative review. The School Breakfast Program and National School Lunch Programs are operated very well and staff were very enthusiastic during meal service times. All meal components were offered to every student and there was plenty of variety. It was clear that staff prioritize the nutrition of their students and recognize the importance of good meals in academic success and learning. Thank you for all that you do!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	701	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	<p>Flagged 04/04/2023 12:38 PM</p>	<p>Finding: Based on the SY 2021-22 Annual Financial Report, the nonprofit school food service account has a net cash resource in excess of 3 months average expenditures. The SFA does not yet have a spend down plan formally approved by the State Agency (7 CFR 210.9(a)).</p> <p>Corrective Action: Submit a plan and timeline for reducing the net cash resources to below 3 months operating expenditures. Please note, a formal notification and report may also be required outside of the AR process.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	<p>Flagged 04/06/2023 07:58 AM</p>	<p>Finding: SFA is not following the current approved contract. As of the date of review, the online contract states that the lunch POS occurs at the end of the line. During the review, it was found that the POS is at the beginning of the line prior to students receiving a full meal. A reimbursable meal is then verified by a teacher at the end of the line after the student has selected their fruit and vegetable.</p> <p>CA: Update the online contract to reflect that the POS is at the beginning of the lunch line and submit for approval.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	<p>Flagged 04/04/2023 10:35 AM</p>	<p>Finding: The SFA has elected a religious exemption from the 2022 Nondiscrimination statement and chooses to instead include the 2015 NDS on program materials. However, the 2022 version of the NDS is still included on the SFA's CEP Public Release and CEP letter to families.</p> <p>Corrective Action: Update program materials to include the 2015 version of the non-discrimination statement in accordance with the SFA's elected religious exemption and to ensure continuity among program materials. Submit a statement of understanding that all program materials must include the appropriate NDS based on the SFA's religious exemption.</p>
Site Name	Saint John's Lutheran School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 04/05/2023 02:19 PM</p>	<p>Preschool students are allowed to be served the K-5 meal pattern when they are served at the same time and in the same place as the other grade groups, under the co-mingling flexibility. This flexibility may be used in situations in which it would be a challenge for staff to determine, during meal service, if a child is in preschool or older.</p> <p>Currently, the SFA does not serve the preschool meal pattern and the children are not co-mingled with older kids. The 4k classes come to the line to pick up their trays and return to the classroom to eat. They are operating an offer versus serve meal service style, and allowed to select flavored milk.</p> <p>The infant and preschool meal pattern replaces the previous meal pattern options for School Food Authorities (SFAs) serving infants and children aged 1-5 and not yet in kindergarten. Meals served under these meal patterns include a greater variety of vegetables and fruits, more whole grains, and less added sugar. Information on these meal pattern is available on the Infants and Preschool in NSLP and SBP webpage (https://dpi.wi.gov/school-nutrition/program-requirements/infants-and-preschool). All components are served to preschool students in the preschool meal pattern as Offer Vs Serve is not an allowable meal service option.</p> <p>Corrective Action: Submit a statement describing what changes will be made to the preschool meals to meet the preschool meal pattern requirements.</p>
Site Name	Saint John's Lutheran School	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 04/05/2023 02:19 PM</p>	<p>Finding: Staff are well-trained in Offer versus Serve (OVS). Due to staffing constraints and facility limitations, meals are partially pre-plated with OVS being implemented for components such as fruit, milk, and additional vegetable. Children do have the ability to decline parts of the pre-plated tray, if desired. It was observed during onsite visit, that the 5k classes were not allowed to choose their milk selection at the time of service, but rather had to choose in the morning as the teachers carried their milk choices to the classroom for them. The lunch meals were served on lighter Styrofoam trays for the ease of carrying them for the students. As the meals are partially pre-plated, it is highly recommended to allow students to select their milk choice at the time of lunch as it was mentioned that it isn't uncommon for them to not want milk by the time of lunch, or want to have a different milk variety.</p> <p>Corrective Action: Please submit a statement outlining how students in 5k will be able to select their milk variety choice at the time of lunch service.</p>
Site Name	Saint John's Lutheran School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 04/05/2023 10:04 AM</p>	<p>Finding: The most recent food safety inspection report was posted inside the kitchen and not in a publicly visible location.</p> <p>Corrective Action: Provide a statement of where the most recent food safety inspection report will be posted and visible to the public. This was corrected onsite and no further action is required.</p>

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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name	
04/05/2023	3374	314	Administrative Review	ALL	FSD				
Comments									
						Created By	Created Date		
The SFA is currently operating lunch service with the POS at the beginning of the line, as opposed to at the end of the line. The teacher checks the student off as receiving a meal at the kitchen counter, and then the student continues on to a table to select fruits and vegetables. This table is monitored by two additional teachers who are trained on OVS. If the POS remains at the beginning of the line, these teachers/aides at the table must be trained in OVS and are responsible for ensuring at least three out of five components (including a 1/2 c fruit or vegetable) are selected by the student. If the child does not select the required components, the teacher at the table must communicate this to the teacher at POS.								4/5/2023 1:36:33 PM	
04/05/2023	3368	437	Administrative Review	Saint John's Lutheran School	FSD and Vendor				
Comments									
						Created By	Created Date		
Currently, starchy vegetables are offered in 1/2 cup servings multiple days per week. During the week of review, students were offered 2 cups of starchy vegetables during the week. Continue introducing new foods to meet some of the less popular vegetable subgroups: 1. Consider offering black beans or chick peas (garbanzo beans); roasting chick peas with a little oil to add some crunch to lettuce salads; offering refried beans with tacos, etc. It is OK to offer small amounts of these unfamiliar foods at first as a way to encourage students to try them. The requirements are that the weekly minimum quantities are offered, not that the students must select them. 2. Consider offering tossed salads more frequently and other dark green vegetables such as broccoli and spinach. 3. Offering the same vegetables weekly, even if they are currently popular with the students, does not introduce students to new vegetables and they may grow tired of eating them. Think of the cafeteria as a classroom where you are introducing students to new foods, providing nutrition education, and developing healthy eating habits. 4. Try to decrease the frequency of starchy vegetables (all forms of potatoes, corn and green peas) to two servings per week or less.								4/5/2023 10:55:45 AM	
04/05/2023	3367	435	Administrative Review	Saint John's Lutheran School	FSD and Vendor				
Comments									
						Created By	Created Date		
Although a standardized recipe for ham and cheese sandwich was in place for menu items during the day of onsite, staff member was not following them as written and adding shredded lettuce to the sandwich. Standardized recipes have been tried, tested, evaluated, and adapted to your food service operation. They are intended to be followed exactly to produce a consistent, quality product that credits a specific way. The ham and cheese recipe was updated during onsite review to reflect current practice and submitted.								4/5/2023 10:42:04 AM	
04/05/2023	3365	430	Administrative Review	Saint John's Lutheran School	FSD				
Comments									
						Created By	Created Date		
The production record template currently in use lacks required information (planned and actual quantity used, in purchase units). A copy of the Production Record Requirements and templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/programrequirements/menu-planning/production-records). Additionally, please continue to work with staff to record accurate information on all parts of the production record. Current production records are lengthy and a few data points were mislabeled on the documentation submitted for week of review. Consider revising the production record template for ease of use. Optional production record templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menuplanning/production-records).								4/5/2023 7:01:59 AM	
04/04/2023	3359		Administrative Review		FSD				

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Comments	Created By	Created Date
The SFA is electing a religious exemption from the 2022 version of the USDA nondiscrimination statement and includes the 2015 version of the NDS on most program materials. Please keep in mind that all program materials on the DPI SNT website will be updated with the most recent version of the NDS. If the SFA is using the 2015 NDS per religious exemption, they will need to update program materials themselves or reach out to the DPI SNT for assistance.		4/4/2023 10:49:17 AM