



NSLP Administrative Review Summary 2017-2018

Trinity Lutheran

Date of Administrative Review: 4/17 - 4/18/2018

Date Review Closed: 6/1/2018

Child Nutrition Program Participation:

- School Breakfast Program (SBP)
- National School Lunch Program (NSLP)
- Fresh Fruit and Vegetable Program (FFVP)
- Afterschool Care Program (ASCP)
- Special Milk Program (SMP)
- Child and Adult Care Food Program (CACFP) At-Risk Supper

Special Provision Option:

- Community Eligibility Program (CEP)
- Special Provision 1
- Special Provision 2
- Special Provision 3
- N/A

Areas of Review

- Program Access and Reimbursement
(Certification and Benefit Issuance, Verification, Meal Counting and Claiming)
- Meal Patterns and Nutritional Quality
(Meal Component and Quantities, Offer vs. Serve, Dietary Specifications, Nutrient Analysis)
- General Program Compliance
(Civil Rights, Food Safety, Local Wellness Policy, Smart Snacks/Competitive Foods, Water Availability, On-site Monitoring, Reporting/Record Keeping, Professional Standards, SBP and SFSP Outreach, ASCP, FFVP)

Commendations

Review Findings

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
100-Certification and Benefit Issuance	<p>One student is marked as reduced, but the income provided on the application shows the student should be paid. The threshold for a family of two for reduced is \$2504/month. Income on application shows an income of \$2602/month.</p> <p>Another student's application has unclear income information that will need to be verified in order for the student to continue to receive free school meals.</p>	<p>Correct the status of the one student from reduced to paid. Notify the household of this change. (Since benefits are reduced, the household should have 10 days' notice before the status change goes into effect). Upload a copy of the letter sent to the household and a student list indicating that this student now receives paid lunch.</p> <p>For the second student, follow-up with the household for clarification on the income provided on the free and reduced application. Adjust the student's meal eligibility as needed. Upload a copy of the updated application and an updated student list indicating the student's correct status.</p> <p>In the future, the SFA should follow-up with families if any information on free and reduced meal applications is unclear.</p>
300-Meal Counting and Claiming	<p>The school does not have an unpaid meal charge policy in place. Even though this has not been an issue in the past for the school, the school must develop a policy in case in needs to be implemented in the future.</p>	<p>Create an unpaid meal charge policy for the school that meets requirements. Attach the policy to the review for WDE approval.</p>
1000-Local School Wellness Policy	<p>The Wellness Policy is missing some of the required components necessary for a compliant policy.</p> <p>The policy is on the right track with a solid plan, however, WDE recommends more detail be added to the goals as to specificity and who is responsible for carrying out the actions as well as tracking them.</p> <p>With advertising, the Smart Snack advertisement needs to be included.</p>	<p>Update the school's wellness policy to meet requirements of the Wellness Policy Final Rule:</p> <ul style="list-style-type: none"> - Policies must designate one or more LEA officials or school officials to ensure that each school complies with the wellness policy. Must identify the position title of the official responsible for oversight. - The Wellness Policy must permit the public to participate in policy development, implementation, review and updates (parents, students, teachers, school nurses, school board, school admin, and general public) - The wellness policy must include goals for nutrition promotion (surveys, taste-tests, providing information to households on nutrition/school lunch, posting nutrition posters, etc.) and nutrition education. - Reminder: wellness policies must include goals for physical activity and other school-based wellness activities.



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		<ul style="list-style-type: none"> - The policy must use evidence-based strategies (evaluated, studies and peer-reviewed). These goals must be specific and measurable. - The policy must include policies for permitting marketing of only foods/beverages that meet Smart Snack standards (does not apply to marketing after school hours). - Assessment of the policy must occur at a minimum of every 3 years. The results of the assessment must be made public. WDE recommends annual assessment of the Wellness Policy. - The public must be informed of the content, implementation, and updates of the wellness policy (annually). - Wellness policy requirements will be monitored during Administrative Reviews. Upload the updated wellness policy to the review for WDE approval.

Site-Level Findings: Trinity Lutheran

Area	Finding Description	Required Corrective Action
400-Meal Components and Quantities-Lunch	<p>There are discrepancies between the planned production records, component worksheets and completed production records:</p> <p>For the week and month of review, legumes are not credited or documented correctly. The Component worksheet states they are being offered but menu does not reflect this. For example during the week of review:</p> <p>4/17: 1/4 cup legumes, no beans/legumes on menu</p> <p>4/18: 3/4 cup of legumes are noted on component worksheet from the chili. However, the serving size of chili is 3/4 cup. The correct amount of legumes is not being credited.</p> <p>4/19: 1/4 cup legumes, no beans/legumes on menu</p> <p>On the month of review completed production records, on days where legumes are planned on being served, no legumes were noted on the</p>	<p>Work with Fremont #25 and St. Margaret's to ensure that all components are being offered and served. The planned production records should match what is being sent from the district each day. It is the responsibility of the school to ensure that the district is providing what is required and the meals being served and claimed for reimbursement meet requirements.</p> <p>Send WDE the planned production records, nutrient analysis and component worksheets and the corresponding completed production records for at least two weeks. Ensure that all requirements are met for the K-8 grade group.</p>



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	<p>completed production records. For example, on 3/2, the component worksheet indicates 1/4 cup of legumes is being served when the completed production record does not indicate beans/legumes were served.</p> <p>There is also an issue with the correct amount of fruit being documented on most days. The planned production records for 3/1 state that 1 cup of fruit (1/2 cup of canned and 1 serving of fresh) will be offered. However, only fresh fruit was offered (1/2 cup serving for each student of apples or oranges). Again on 3/2, the component worksheet indicates that 1.5 cups of fruit is offered but the completed worksheet only indicates 3/4 cup of fruit was offered (1/2 of an apple, 1/4 cup canned).</p> <p>The minimum components are being met daily and weekly despite the crediting errors.</p> <p>In general, the vegetable components need to be corrected. If the same amounts and types of vegetables are offered on the salad bar, any additional hot vegetables need to be accounted for. For example, the planned salad bar offers 2.5 cups of vegetables. However, on 4/17 only 1.75 cups are noted on the component worksheet.</p>	
400-Meal Components and Quantities-Lunch	Trinity Lutheran is a K-8 school. However, the planned menu, components and nutrient analysis is planned for K-5.	Ensure that the planned menu for Trinity Lutheran meets component and nutrient requirements for K-8 grades at lunch. Work with Fremont #25 to ensure requirements are met for the K-8 grade groups. Send WDE the menu, component worksheets, nutrient analysis and completed production records for the cycle menu that demonstrates requirements are met for both grade groups.
400-Meal Components and Quantities-Lunch	The planned menu for the day of review provides 1/2 cup of canned fruit plus 1 serving of fresh fruit. Only fresh fruit was served. The minimum amount of fruit was offered with the fresh fruit (1 apple).	Trinity Lutheran should ensure that the planned menu is offered and served to students to ensure daily and weekly requirements are met for all components. Any changes should be noted on the production records and the nutrient analysis updated as needed. State how the school will ensure that the planned menu is offered and component requirements are met each week.
400-Meal Components and Quantities-Lunch	There is a MyPlate poster detailing how the menu fits into the components. However, there is not a sign communicating to students that they must take 1/2 cup of fruit and/or vegetable to make a reimbursable meal.	Post a sign in the serving area that communicates to students that they must take 1/2 cup of fruit and/or vegetable for their meals. Take a picture of the posted sign and upload to the review.



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600-Dietary Specifications and Nutrient Analysis	<p>Trinity Lutheran is a K-8 school but the menus planned are based on the K-5 requirements. Considering the overlap in requirements for K-5 and 6-8 grade, the calories should be between 600-650. The week of February 26th the average calories is 572, the week of March 5th average calories are 588, and the week of April 16th average calories are 578.</p>	<p>Plan the lunch menus for Trinity Lutheran based on the requirements for K-8 grades. Communicate to Fremont #25 that the school serves K-8 students. Send WDE the corrected menu that meets requirements for the month of May or for the cycle menu.</p>