

SCHOOL NUTRITION TEAM - Wisconsin Department of Public Instruction - School Nutrition Bulletin #3, September 27, 2016

Announcements from WI DPI School Nutrition Team:

- Training Opportunity – Small Victories: Food Waste
- USDA School Nutrition Program Guidance Memos

Training Opportunity from DPI - [Small Victories: Food Waste](#) – A Plan for Action, 5 dates and locations in Oct / Nov 2016

This training from DPI's School Nutrition Team (SNT) will use ICN's Team Up training model to share best practices on handling food waste, develop SMART goals and plans of action, and discuss how to impact your school's food nutrition budget. [Register Today!](#)

USDA School Nutrition Program Guidance Memos

USDA has been busy releasing policy memorandums since the last bulletin. As an FYI, the end of the federal fiscal year is September 30. Starting October 1, policy numbers will start over with SP 01 and have 2017 as the year. USDA Policy Memorandums are posted at <http://www.fns.usda.gov/school-meals/policy>.

USDA Policy Memorandum SP 56-2016: *Additional Guidance for the Implementation of the Administrative Reviews in School Nutrition Programs Final Rule*

This memorandum provides additional guidance to assist in implementing the final rule, Administrative Reviews in School Nutrition Programs, effective September 27, 2016.

The guidance included in this memorandum is intended to assist with the completion of administrative reviews conducted after this effective date. This memorandum focuses on several provisions of the final rule, including:

- **Fiscal Action for Performance Standard 1 Violations (PS-1):** For the Certification and Benefit Issuance portion of the updated administrative review, the SNT is required to review certifications/benefit issuance for all the schools under the jurisdiction of the School Food Authority (SFA), not just the reviewed schools. Fiscal action will be applied to certification and benefit issuance errors for the entire SFA, including non-reviewed schools.
- **Annual SFA on-site reviews of the School Breakfast Program (SBP) and the National School Lunch Program (NSLP):** Every school year, each SFA with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review [identified under 7 CFR 210.18(h)], in each school operating the NSLP. In addition, the *Administrative Review in School Nutrition Programs* final rule added the requirement to perform on-site monitoring at 50 percent of schools operating the SBP administered by the SFA, with each school operating SBP being reviewed at least once every two years. The on-site reviews must take place prior to February 1 of each school year. If the review discloses problems with a school's meal counting and claiming procedures or general review areas, the SFA must ensure that the school implements corrective action, and within 45 days of the review,

conduct a follow-up on-site review to determine that the corrective action resolved the problems. Prototype checklists will be available on our website soon at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> under the heading “*SFA On-site Monitoring*”

- **State Agency Transparency Requirement:** The SNT is now required to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines provided by USDA. We will be fulfilling this requirement by posting a copy of the results summary on the Department of Public Instruction’s website. The results summary must include the following:
 - Access and reimbursement (including eligibility and certification review results),
 - The SFA’s compliance with the meal pattern and the nutritional quality of school meals,
 - The results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods),
 - Compliance related to civil rights, and
 - General program participation.

The summaries must be posted no later than 30 days after the SNT provides the final results of the administrative review to the SFA. The results summary must remain available until a more recent results summary becomes available.

This memorandum supersedes memorandum SP 14-2011, Prototype Checklists for School Food Authorities (SFAs) for Conducting Annual On-site Reviews.

USDA Policy Memorandum SP 57-2016: *Unpaid Meal Charges: Guidance and Q&A*

This Question and Answer (Q&A) memorandum is designed to provide an overview of policies related to unpaid meal charges and to address common questions from State agencies, SFAs, and local program operators. **Reminder: SFAs are required to have a local meal charge policy in place no later than July 1, 2017.**

USDA Policy Memorandum SP 58-2016: 2016 Edition: *Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation’s Schools*

USDA’s Food and Nutrition Service (FNS) released the first edition of *Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation’s Schools*. This guide, found on the DPI website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>, summarizes the best practices and strategies FNS has collected from State and local program operators with direct experience managing unpaid meal charges. FNS recognizes that unpaid meal charges represent a difficult and complex issue directly impacting the schools participating in our programs and the children they serve. This guide is designed to support program operators in their efforts to find workable solutions to this challenge and ensure children continue to have access to the healthy school meals. Additional information, policy guidance, and best practice resources may be found on the FNS Unpaid Meal Charges webpage: <http://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

This is a communication from the WI Department of Public Instruction, School Nutrition Team.
You can contact the School Nutrition Team at dpifns@dpi.wi.gov. Do not reply to this email.

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