

# School Nutrition News

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

Vol. 8 No. 1

Fall 2015

## National School Lunch Week is October 12-16, 2015



The School Nutrition Team (SNT) wishes all Wisconsin school nutrition professionals a very happy National School Lunch Week! This year's theme, "School Lunch Snapshot," is all about taking and sharing great photos of real school lunches. Visit [www.schoolnutrition.org/NSLW](http://www.schoolnutrition.org/NSLW) for tips and ideas for celebrating and sharing the great things you're doing. For more information on marketing your program, see page five of this newsletter.

## October is National Farm to School Month!



You're invited to participate in the Great Lakes Great Apple Crunch, a celebration of National Farm to School Month. At noon on Thursday, October 22, schools across Wisconsin and the Midwest region will be showing their support of Farm to School (F2S) efforts by crunching into healthy, delicious, local or regional apples.

Register at <http://bit.ly/GreatLakesGreatAppleCrunch> to receive your Crunch Guide chock full of ideas for planning, promoting, sharing, and educating around your event, and you'll receive the 2015 Great Lakes Great Apple Crunch logo, too!



Are you crunching? Let everyone know you are participating by using the hashtags #GreatAppleCrunch and #F2SMonth on your favorite social media. We're looking forward to hearing about your fun F2S month activities! Send

your photos to Angie Paul at [angela.paul@dpi.wi.gov](mailto:angela.paul@dpi.wi.gov). Find additional F2S resources on the SNT website at <http://dpi.wi.gov/school-nutrition/f2s>.

## New SNT Website Updates

The SNT website underwent a major renovation in July 2015. The new URL is <http://dpi.wi.gov/school-nutrition>. As we're adjusting to the new look, feel, and navigation of the page, please remember – change is a good thing! Below are five ways the website will work better for you.

1. All of our program areas are listed on the left navigation bar, or the left hand side of each webpage. For example, are you looking for resources on the Afterschool Snack Program? Look no further than the left-hand side of the School Nutrition home page!
2. The Department of Public Instruction (DPI) has created training resources to help users get used to the new webpage. Look for "Training Resources" on the left side of the page to access.
3. Administrative Reviews are as easy as 1, 2, 3, thanks to a web page that walks you through each portion of the review. Just click "National School Lunch Program" on the left and then select "Administrative Reviews."
4. Community Nutrition, School Nutrition, and Team Nutrition have broken into three separate pages. No more co-mingling resources! This makes our pages less cluttered and more direct. The Community Nutrition pages include the Summer Food Service Program (SFSP) and the Community and Adult Food Care Program (CACFP). The School Nutrition pages include the School Breakfast Program (SBP) and National School Lunch Program (NSLP).
5. We still want to chat! Our personnel directory remains on the left navigation bar. If you have questions, please contact a staff member or send an email to [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov).

For more information, refer to the yellow handout included with this newsletter. Thank you for your patience as we transition to our new and improved look!

## Pop Quiz: Plate Waste



Scheduling recess before lunch can reduce plate waste by as much as:

A) 10%    B) 18%    C) 22%    D) 30%

What do you think? Turn to page 11 for the answer!



## Great Beginnings Academy

Are you a new school nutrition director or manager? Not sure what school nutrition is all about? Overwhelmed with all the paperwork? Confused by all the acronyms?

Consider attending Great Beginnings Academy (GBA). This free training series will help clear up the confusion, provide answers to many of your questions, and help you navigate the school year. GBA is held in Madison in October and January. Each 1½ day training session covers basic “need to know” information that will help you have a successful year in your new position. Topics include meal pattern requirements, menu planning, food safety and sanitation requirements, financial management, procurement, United States Department of Agriculture (USDA) Foods, and website navigation. Plan to attend both sessions.

### Session 1

Wednesday, October 21, 2015, 12:30 p.m. to 5:00 p.m., and  
Thursday, October 22, 2015, 8:15 a.m. to 3:30 p.m.

### Session 2

Wednesday, January 6, 2016, 12:30 p.m. to 5:00 p.m., and  
Thursday, January 7, 2016, 8:15 a.m. to 3:30 p.m.

For additional information and to download an application, go to <http://dpi.wi.gov/school-nutrition/training#rec>. If you have any questions about this training, contact Cindy Loechler at [cynthia.loechler@dpi.wi.gov](mailto:cynthia.loechler@dpi.wi.gov) or (608) 266-5185.

## Upcoming Webinar: Best Practices for Smart Snacks

We have just passed the one-year anniversary of the implementation of the *All Foods Sold in School: Smart Snacks Interim Final Rule* and schools in Wisconsin are finding great ways to be successful! To showcase these best practices, the SNT will be hosting a live webinar on October 20, from 2:00 p.m. to 3:00 p.m. To join the webinar, follow the link on the SNT training page at <http://dpi.wi.gov/school-nutrition/training#up>.

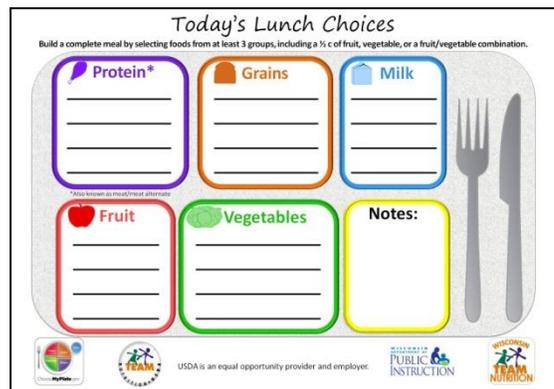
## What’s Shaking?

Looking for help reducing the sodium content of meals without sacrificing taste and meal participation? Check out *What’s Shaking? Creative Ways to Boost Flavor with Less Sodium* at <http://healthymeals.nal.usda.gov/whatsshaking>. This site is dedicated to helping schools find the resources they need to increase awareness of the need for dietary sodium reduction as well as ensure school meals meet current sodium standards. A new infographic with tips for sodium reduction can be found at <http://healthymeals.nal.usda.gov/hsmrs/whatsshaking/WhatsShakingInfographic.pdf>.

## Serving up a Successful School Breakfast Program

*Serving Up a Successful School Breakfast Program* is a guide designed to assist schools with the implementation of a new SBP. However, schools looking to expand existing programs or increase participation may also find it useful. The document has been updated to reflect current meal pattern regulations and incorporate ideas from the *On, Wisconsin!* cycle menus. It can be found on the SNT website at <http://dpi.wi.gov/school-nutrition/school-breakfast-program>.

## Reimbursable Meal Signage



You spoke, and we listened! A recent Wisconsin (WI) Team Nutrition survey revealed that smaller reimbursable meal signage was needed. Therefore, WI Team Nutrition is pleased to provide every school site with a 12”x17” reimbursable meal poster for breakfast and lunch along with a dry erase marker. A mailing announcing this went out to all School Food Authorities (SFAs) in August 2015. To request additional copies of the posters, please contact Alicia Dill at [alicia.dill@dpi.wi.gov](mailto:alicia.dill@dpi.wi.gov) or Kelly Williams at [kelly.williams@dpi.wi.gov](mailto:kelly.williams@dpi.wi.gov). Electronic versions of the breakfast and lunch signage that can be edited as needed are available on the SNT website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage>.

## New Culinary Skills Videos

WI Team Nutrition partnered with CESA Purchasing and the University of Wisconsin (UW) Center for Integrated Agricultural Systems to create a series of six skills-based culinary videos. The goal of these videos is to provide training to school nutrition personnel on how to cook with whole grains and unprocessed, local vegetables. Foods featured in the videos include cruciferous vegetables, leafy greens, root vegetables, winter squash, tomatoes, peppers, wheat flour, and oats. Each video includes basic culinary preparation techniques, menu incorporation suggestions, sample recipes, and crediting. Links to the videos and related resources will be available at <http://dpi.wi.gov/team-nutrition/training-grants>.

## Produce Safety University

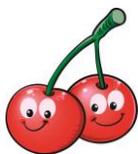
Produce Safety University (PSU) is a one week training course sponsored by the USDA. It is offered in a variety of cities throughout the country to educate food service staff on the inherent risks of handling fresh produce. With the increased popularity of F2S programs and school gardens, nominating your staff to attend PSU will educate them on the fresh produce supply chain to prevent foodborne illness occurrences at your school. Attendees are able to visit local facilities to learn how food safety is handled in school gardens, grocery stores, and commercial packaging facilities as well as participate in USDA fresh produce skills labs. PSU also provides participants the opportunity to network with peers from around the country and to be trained by experienced USDA produce safety experts. This past spring, Lauren Spoke of Sauk Prairie School District and Rebecca Hansen of Holy Spirit Catholic School, as well as SNT member Angie Paul, attended PSU in Detroit, Michigan. Free, downloadable resources from PSU are now available at <http://theicn.org/ResourceOverview.aspx?ID=394>.

## NFSMI Becomes ICN



The National Foodservice Management Institute (NFSMI) is now the Institute for Child Nutrition (ICN)! Be sure to check out the newly designed website at <http://www.theicn.org>.

## Smiley Faces and Incentives for Healthy Choices



We all know that getting students to select healthier food choices is not always easy.

However, a recent study found that labeling healthy foods with smiley faces and offering small prizes for choosing nutritious items may be a low-cost way to get students to make healthy choices in the school lunch line. The study was a two-phase intervention to improve healthful eating among kindergarten through sixth grade students. The first phase involved labeling foods such as fruits, vegetables, white fat-free milk, and whole grains with a green smiley face. The second phase involved providing students with a small prize for selecting a meal comprised of four healthy foods. Results showed plain milk purchases increased from 7.4 percent to 48 percent of total milk sales. In addition, fruit selection increased by 20 percent and vegetable selection rose by 62 percent. Selection of the plate comprised of the four healthy foods increased 335 percent from baseline. More information can be found at <https://www.aap.org/en-us/about-the-aap/aap-press-room/pages/Serving-healthy-foods-with-a-smile-may-entice-students-to-eat-better.aspx>.

Looking for small prizes to give out to your students? USDA Team Nutrition has stickers that can be used as incentives to encourage students to select healthier food choices. To order, use the USDA Team Nutrition's resource order form at <https://pueblo.gpo.gov/FNS/FNSPubs.php>.

## Whipping Up Wellness, Wisconsin Student Chef Competition

Congratulations to The Driftless Culineers of Viroqua and Laurel High Schools for winning the third annual Whipping Up Wellness, Wisconsin Student Chef Competition with their delicious Butternut Squash Lasagna. A total of 150 recipes were submitted for consideration and the top five teams were invited to a cook-off that was held on May 14 at the UW-Madison. These teams of students prepared their own nutritious, student-friendly dishes at the competition. The five finalist teams were:

- **ALM** from Badger Ridge Middle School, Verona Area School District
  - Stromboli
- **Busy as a Bee** from James Madison Middle School, Appleton Area School District
  - Honey Dijon Chicken Stir Fry
- **The Driftless Culineers** from Viroqua and Laurel High Schools, Viroqua School District – **CHAMPIONS**
  - Butternut Squash Lasagna
- **The Mighty Plymouth Panthers** from Plymouth High School, Plymouth School District
  - Creamy Spinach Sauce with Rotini Pasta
- **WR Pro Cooks** from Lincoln High School, Wisconsin Rapids Public Schools
  - Chicken Cherry Salsa Flatbread Pizza



All participating teams are photographed above. Their dishes were evaluated on their creativity, flavor, texture, visual appeal, and team presentation. Judges included Amber Carbajal, RD, CD, Clinical Nutrition Manager, Children's Hospital of Wisconsin; Jim Degan, SNS, School Nutrition Manager, School District of Janesville; Karen Doster, Regional Program Manager, Wisconsin Dairy Council; and Justin Johnson, Executive Chef and Owner, Sustainable Kitchens. In addition, the five finalists selected had to modify their recipe to suit school food service. The standardized recipes, along with the student chef cookbook featuring these recipes and many more, is available at <http://dpi.wi.gov/team-nutrition/whipping-up-wellness>.

# Local Wellness Policy Report Card

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) expands previous requirements and includes new provisions that place a greater emphasis on the implementation, evaluation, and transparency of local wellness policies. Therefore, WI Team Nutrition has developed a Local Wellness Policy Report Card. This online tool allows schools and districts to enter policy-specific objectives and evaluate to what extent the objectives were achieved. Once complete, the school or district will receive a copy of the report card that can be distributed to the public. The Local Wellness Policy Report Card and instructions for completing the online tool can be found at <http://dpi.wi.gov/school-nutrition/wellness-policy>.

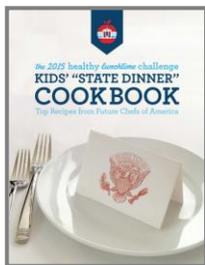
# HealthierUS School Challenge: Smarter Lunchrooms



The HealthierUS School Challenge: Smarter Lunchrooms (HUSSC: SL) is a voluntary certification initiative recognizing those schools enrolled in Team Nutrition that have created healthier environments through the promotion of nutrition and physical activity.

For schools interested in learning about HUSSC: SL, USDA has created a series of technical assistance webinars. The webinars include topics related to the HUSSC: SL criteria, Smarter Lunchrooms, and Smart Snacks. These webinars can be found at <http://www.fns.usda.gov/hussc/training-and-technical-assistance>.

# Healthy Lunchtime Challenge Winners



The Healthy Lunchtime Challenge is a nationwide contest open to children ages 8-12 that encourages kids to get creative in the kitchen and inspires the whole family to eat healthy. The winners of the 2015 challenge were invited to the White House to celebrate their original recipes at the Kids' "State Dinner" with First Lady Michelle Obama on July 10, 2015. This year, the Healthy Lunchtime Challenge received almost 1,000 entries. A winner was chosen from each of the 50 states, four territories, and the District of Columbia.

Anna Ganser from Sturgeon Bay was Wisconsin's winner with her recipe for Mediterranean Rockin' Roasted Vegetables in Cool Cucumber Boats. Anna's recipe can be found in the 2015 Healthy Lunchtime Challenge & Kids' "State Dinner" cookbook at <http://www.pbs.org/parents/lunchtimechallenge/cookbook>.



# Managing Food Allergies in Schools Tool Kit

This new resource for schools, developed by the Center for Disease Control (CDC), can be accessed at

<http://www.cdc.gov/healthyyouth/foodallergies/toolkit.htm>. The CDC's tool kit contains tip sheets, training presentations, and podcasts to help school staff implement the Voluntary Guidelines for Managing Food Allergies in order to prevent and manage severe allergic reactions in schools. You may find this very helpful in ensuring that your school addresses issues of food allergies in a team-like comprehensive approach.

# Updates Regarding Special Dietary Requests

The SNT's prototype used to document special dietary requests for students, previously titled "Physician's Form: Feeding and Eating Evaluation," has been revised and renamed as a "Dietary Request Form" to reflect changes in USDA policy. Per USDA policy memo SP 32-2015, summarized in this newsletter on page eight, State Agencies (SA) were given the discretion to expand the list of acceptable medical professionals that may sign a medical statement for meal accommodations in the child nutrition programs and recommend alternate foods for children whose disability restricts their diets. By doing so, a broader list of medical providers will improve access to meal accommodations for children with special dietary needs while balancing the administrative burden placed on program operators and participants requesting meal accommodations.

A state-recognized medical authority for this purpose is a state-licensed health care professional who is authorized to write medical prescriptions under state law. Therefore, we have changed our Dietary Request Form to indicate that documentation of special dietary needs based on a disability must be signed by a medical practitioner.

A practitioner is defined by Wisconsin State Statute 118.29(1) (e) as: "**Practitioner**" means any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state. Unless the documentation to support the required dietary accommodation has been signed by one of these practitioners, the school is not required to accommodate the request.

The new Dietary Request Form, which has also been translated in Spanish and Hmong, can be found on the special dietary needs webpage at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>, along with a variety of other resources on the topic.

# Marketing Your Program

SFAs across Wisconsin are doing fantastic things in their school kitchens. From garden bars to cooking competitions, Wisconsin schools are finding new, exciting ways to engage their students and encourage participation in child nutrition programs. Sharing everything your school food service program does for children is an important part of marketing your program. If you have a fresh garden bar every day, show it off! Take photos of the options in your lunchroom and share them with parents and the community via the school's food service website and social media outlets. Educate parents and the community on the value of a school meal. You cannot get a hot entrée with a meat/meat alternate, grain, fruit, vegetable, and milk at a lower price outside of your lunchroom. It's a bargain!

Pictures and information can help parents see that school meals are a great way to go, but you want to keep the students interested as well. A few ideas to get kids interested in school lunch are listed below.

- Come up with fun, creative names for menu items.
- Create theme days like Taco Tuesday or Taste of Italy.
- Allow students to offer their input with online surveys.
- Schedule a "Try It" day to sample items and get student feedback.
- Host a chef competition and feature the winning dish on the menu.

If you are doing great things in your cafeteria (and we know you are), then take some photos and send them our way! We would love to share the amazing things you do for child nutrition programs. Reach out to us on Facebook and Twitter at <https://www.facebook.com/WisDPI.SNP> and [https://twitter.com/wisdpi\\_snp](https://twitter.com/wisdpi_snp).

# Whole Grain-Rich Flexibility

For school year (SY) 2015-16, all grains served as part of the NSLP and SBP must be whole grain-rich in order to be credited toward meal pattern requirements. SFAs who were granted a whole grain-rich pasta flexibility in SY 2014-15 must receive approval from the SNT to extend this flexibility to SY 2015-16. If interested in extending the whole grain-rich flexibility, please respond to the email you received last spring.

SFAs that wish to apply for an exemption to the whole grain-rich requirement for one or more products should complete the survey on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/meal-pattern#grain> and submit the appropriate documentation. However, whole grain-rich products must continue to be offered until approval of the exemption has been granted. Looking for ideas to incorporate whole grain-rich foods into your menu or tips for preparation of whole grain-rich items? A **Whole Grain-Rich Best Practices Webinar** is also available at the link provided above.

# Procurement Regulations

New procurement regulations can be found in 2 Code of Federal Regulations (CFR) Part 200, which replaces 7 CFR 3016 and 7 CFR 3017. These regulations are related to how federal and state funds are spent by schools for respective child nutrition program(s). Additional information can be found on the SNT procurement webpage at <http://dpi.wi.gov/school-nutrition/procurement>. The effective date for new regulations is close of business on September 30, 2015. Schools are allowed a grace period of one year, if needed. Noted changes are as follows:

**Requirement for Written Procurement Procedures:** These written procedures shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. DPI is working on examples of procurement procedures, and these will be available on the procurement page linked above. Examples include describing how the school will:

- Maintain competitive procurements and avoid unduly restricting competition.
- Include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
- Avoid if at all possible the use of brand names. A "**brand name or equivalent**" description may be used as a means to define the performance or other salient requirements of procurement.

**Micro-Purchases:** The term "micro-purchase" means an acquisition of products or services where the aggregate amount does not exceed \$3,000. Purchases within the micro-purchase threshold can be awarded without soliciting competitive price quotations if the price is reasonable. To the extent practicable, purchases must be distributed equitably among qualified suppliers with reasonable prices. Additional information can be found at <http://dpi.wi.gov/school-nutrition/procurement/micro-purchases>.

# Important Dates



Wishing you had a tool to remember important school nutrition due dates throughout the year? You're in luck! The Calendars of School Nutrition Program Requirements do just that. The calendars can help you to remember important due dates such as the Paid Lunch Price Report (November 15), verification activities (November 15), and the Verification Collection Report (February 1). Calendars are available for general school nutrition programs as well as those participating in the Community Eligibility Provision (CEP), Provision 2, and as Residential Child Care Institutions (RCCIs). All are available on the SNT communication webpage at <http://dpi.wi.gov/school-nutrition/school-nutrition-team-communication#cor>.

# Avian Influenza Outbreak Update



As indicated in the June 5, 2015 letter from the Wisconsin USDA Foods Team, the Avian Influenza outbreak has reduced the flocks of turkeys and egg-producing hens in the Midwest. Therefore, USDA's vendors do not have sufficient quantities to offer the USDA Foods Program given the short supplies. Certain turkey and egg products will not be available in sufficient amounts for SY 2015-16. Due to this, it was necessary for the Wisconsin USDA Foods Team to reduce SFAs' turkey and egg orders. The reduction is affecting orders for the brown box USDA Foods, the direct diversion processing program, and the state processing program. Since the June 5, 2015 notification, the SNT was informed of additional impact on the Wisconsin USDA Foods Program. These additional updates were provided to all participating SFAs in the August 2015 Wisconsin USDA Foods Team back-to-school mailing. For additional details on these updates, go to [http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/bts\\_produupdates\\_1516.doc](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/bts_produupdates_1516.doc).

To view the June 5, 2015 mailing, see the SNT website at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/pilgrimspride-goldkist-dpi-avianflu.doc>.

USDA has additional resources available regarding the Avian Influenza outbreak on the USDA website at [http://www.usda.gov/wps/portal/usda/usdahome?contentid=avian\\_influenza.html](http://www.usda.gov/wps/portal/usda/usdahome?contentid=avian_influenza.html).

## Crediting Meal Pattern Components in Smoothies

If you currently serve smoothies at lunch or breakfast, or are thinking about serving them but are unsure of how to credit them, a new resource is available to help you. The SNT has developed a flowchart to clarify how to credit meal pattern components in smoothies. Commercially-prepared smoothies and smoothies prepared in house are both included in this resource. The flowchart can be found at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smoothie-crediting-flow-chart.pdf>.

## USDA Foods Correction

Per USDA, there was an error in a supplier's calculation of the crediting for the **100101, Chicken, Diced, Frozen**. The Product Information Sheet incorrectly stated that 1.6 ounces (oz) of diced chicken credits as 1.0 ounce equivalent (oz eq) meat/meat alternate. The correct crediting is 1.0 oz of diced chicken credits as 1.0 oz eq meat/meat alternate. The revised Product Information sheet can be found at [http://www.fns.usda.gov/sites/default/files/fdd/100101\\_Diced\\_Chicken.pdf](http://www.fns.usda.gov/sites/default/files/fdd/100101_Diced_Chicken.pdf).

## Food Recall Information for Commercially Purchased Products

SFAs frequently have questions and concerns regarding commercial product recalls. As the SNT is not directly involved in the procurement of SFAs' commercial purchases, we may not always receive the details and information necessary to notify SFAs and/or monitor commercial product recalls. The best way for SFAs to obtain this information is to receive email notifications regarding food recalls. SFAs can sign up for free email updates at [www.fda.gov/safety/recalls](http://www.fda.gov/safety/recalls). The website provides a one-stop shop for U.S. Government recalls.

We encourage all SFAs interested in accessing recall information to follow these steps:

1. Log on to [www.fda.gov/safety/recalls](http://www.fda.gov/safety/recalls).
2. Under "Recalls, Market Withdrawals, & Safety Alerts," click on "Sign up to receive Recalls, Market Withdrawals and Safety Alerts."
3. Enter your email and click on the "Submit" button.
4. Confirm email address by entering in the same email that was entered in Step 3 above and designate the desired email delivery preference (immediately, daily, or weekly).
5. Click on the "Submit" button.
6. You will receive a "Success" page informing you that you have successfully subscribed to "Recalls, Market Withdrawals and Safety Alerts."
7. To subscribe to the "Recalls, Market Withdrawals and Safety Alerts" only, click on the "Submit" button while on the "Success" page.
8. However, there are additional notification options beyond the "Recalls, Market Withdrawals and Safety Alerts."
9. Therefore, if interested in signing-up for other notifications, additional steps will be required, prior to clicking on the "Submit" button.
10. From the "Success" page, click on the "Add Subscriptions" link.
11. A list of additional notification options will be provided.
12. Place a check in the box located to the left of any additional desired notifications. The "Recalls, Market Withdrawals and Safety Alerts" notification will already be checked.
13. Click on the "Submit" button at the bottom of the page.
14. The system will return a page from U.S. Food and Drug Administration with a statement: "You may also be interested in information from these organizations."
15. To select any additional notifications from the list on this page, place a check in the box located to the left of any additional desired notifications.
16. Click the "Save" button at the bottom of the page.
17. The original "Success" page will still remain open. To exit the "Success" page from Step 6 above, click on the "Finish" button.

## Non-Program Foods Pricing

Non-program foods are any foods or beverages sold outside of reimbursable meals. Examples include traditional a la carte items like cookies and chips, extra milk, second entrees, catered meals, and vending machines. The USDA requires that all costs associated with the production and sale of non-program foods be covered by the revenue generated from those foods. **This means that raw food cost + labor cost + purchased services, + other (e.g., chemicals) = the lowest price required to be charged.** The Institute of Child Nutrition’s (ICN, formerly NFSMI) recommended non-program foods average food cost percentage is 38 percent. This means an item with a \$0.76 raw cost of food is divided by 0.38 to equal a recommended selling price of \$2.00. This is only a recommendation to give you a starting point.

The revenue received from non-program foods must cover the “average” cost of production of those foods. Thus, charging more than the recommended price for some items like chips will help off-set charging less than cost for other items like milk to meet the regulation, making it unnecessary for each non-program food item to meet this calculation individually.

We have developed a Non-Program Foods Pricing Calculator, located on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>, to aid schools in calculating prices of non-program foods to cover all costs of producing those foods.

| Non-program Foods Pricing Calculator  |                  |                               |                         |                           |                                   |                  |
|---|------------------|-------------------------------|-------------------------|---------------------------|-----------------------------------|------------------|
| EXAMPLE   |                  |                               |                         |                           |                                   |                  |
| A. Food Item  | B. Raw Food Cost | C. Recommended Selling Price* | D. Actual Selling Price | E. Actual vs. Recommended | F. Projected No. of Units to Sell | G. \$ Difference |
| Apple   | \$0.26           | \$0.68                        | \$0.50                  | -\$0.18                   | 50                                | -\$9.00          |
| Milk  | \$0.28           | \$0.74                        | \$0.35                  | -\$0.39                   | 150                               | -\$58.50         |
| Chips   | \$0.30           | \$0.79                        | \$1.50                  | \$0.71                    | 40                                | \$28.40          |
| Catered Meal per Plate  | \$3.00           | \$7.89                        | \$10.00                 | \$2.11                    | 20                                | \$42.20          |
| Pizza Slice   | \$0.80           | \$2.11                        | \$2.50                  | \$0.39                    | 33                                | \$12.87          |
| Average Projected Non-program Food Revenue for SY 2015/16   |                  |                               |                         |                           |                                   | \$15.97          |
| If box is red prices need to be raised/If box is green prices meet recommended pricing                      |                  |                               |                         |                           |                                   |                  |
| *Recommended Selling Price is calculated using a NFSMI formula of Raw Food Cost / Desired Food Cost Mark-up |                  |                               |                         |                           |                                   |                  |

As you can see in the example above, if charging less than the recommended price for healthy items like milk and apples, the difference may be made up with the more popular chips and pizza at a higher price. As long as the “Average Revenue” covers the non-program foods costs, the recommendation is met. Again, this pricing calculator is only a tool to help schools meet the requirement. If schools have other methods of showing how all non-program foods production costs are covered, the requirement is fulfilled.

For questions about non-program foods or the Non-Program Foods Pricing Calculator, contact Deb Wollin at [debra.wollin@dpi.wi.gov](mailto:debra.wollin@dpi.wi.gov) or (608) 267-3724.



## Legislative and Food Safety Updates

Act 46 is a new Wisconsin Law passed this summer. It states that any operator of a school lunch room must hold a certificate of food protective practices from the Department of Health Services. A private school, charter school established under s. 118.40 (2r), or school district complies with the requirements of this subsection if the school or school district has one certificate holder. This person should be the one responsible for food safety in the district and should work with schools to ensure safe food is being served to Wisconsin students. To get this certificate, applicants must have passed a ServSafe, Prometric, Food Safety Professionals, or 360Training/Learn2Serve examination within the past three years. For more information about Act 46, please refer to the full question and answer (Q&A) document on our website at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/food-safety-bill-qa.pdf>.

### Important yearly reminders:

- Review the food safety plan for each serving location and make updates as needed.
- Conduct food safety training for food service staff.
- Obtain signed Employee Health Reporting Agreements from food service staff and keep with food safety plan or on file.

For more information on food safety requirements in the child nutrition programs, refer to <http://dpi.wi.gov/school-nutrition/food-safety> or contact Jennifer Lam at [jennifer.lam@dpi.wi.gov](mailto:jennifer.lam@dpi.wi.gov) or (608) 267-9238.

## Record Retention Update

The SNT worked with the Records Management Committee at the DPI this last year to obtain approval from the Wisconsin Public Records Board to change the food service program record retention requirements to meet those of the federal government. Effective June 1, 2015, the requirements were changed. For more details, refer to the official record retention document at <http://publicrecordsboard.wi.gov/docview.asp?docid=15892&locid=165>.

## Preapproved Equipment List Updated

The list of pre-approved equipment developed by SNT has been updated effective August 2015. The updated list and approval process for non listed items can be found on our website at <http://dpi.wi.gov/school-nutrition/procurement/equipmen-prior-approval>. If you have questions about this, please contact Kathryn Lederhause, Nutrition Program Consultant, at [kathryn.lederhause@dpi.wi.gov](mailto:kathryn.lederhause@dpi.wi.gov) or (608) 267-9174.

# USDA New Guidance

USDA policy memos can be accessed at <http://www.fns.usda.gov/cnd/governance/policy.htm>.

## **SP 30-2015: Office of Management and Budget Super-Circular 2 CFR Part 200.**

The Office of Management and Budget (OMB) published the Super-Circular at 78 FR 78590 on December 26, 2013 for USDA and other Federal grant-making agencies. Section 200.10(a) requires Federal agencies to implement the policies and procedures set out in the Super-Circular by promulgating regulations effective December 26, 2014.

OMB intends that the new rules be applied prospectively rather than retro-actively. Therefore, the new rules apply to new Federal awards made on or after December 26, 2014. This guidance memo also discusses the processes regarding formula and entitlement programs, discretionary programs, audit requirements, and incremental funding.

## **SP 31-2015: Guidance on Prohibition of Separation by Gender during Child Nutrition Program Meal Service.**

This memorandum explains the banning of separation by gender during child nutrition program meal service and outlines select circumstances under which gender-based separation may be permissible. This memorandum supersedes previously rescinded guidance SP 32-2012, CACFP 16-2012, as well as SFSP 12-2012, "Prohibition of Separation by Gender during Child Nutrition Program Meal Service," originally issued May 9, 2012.

### **For co-educational schools and school-based sites:**

The Food and Nutrition Service (FNS) recognizes religious exemptions granted by the Department of Education (ED) without prior express approval. ED guidelines allow school and school-based sites to apply for an exemption when federal law prohibiting gender separation is inconsistent with the institution's religious tenets. These exemptions apply broadly to operations, including the meal service at a given site, such as a faith-based school. Additionally, ED guidelines specifically allow for the approval of gender-separate instruction at public primary and secondary non-vocational schools that could take a variety of forms. It is important to emphasize that since the general rule is that gender separation during meal service is prohibited, a co-educational school may not use limited ED approval of gender-separate instruction to justify blanket gender separation during meal service. Limited exemptions in such situations must be expressly approved by FNS.

### **For other institutions and organizations:**

State Agencies (SA) may approve exemptions allowing separation by gender during a child nutrition program meal service for participating SFAs, organizations, and institutions,

without express prior approval from FNS, in the following circumstances:

- Meal service at religious institutions operating under the dictates of the religion with which they are affiliated.
- Meal service at juvenile correctional facilities where combining members of the opposite gender would present a potential safety risk.
- Meal service at facilities that fully separate by gender as part of their normal operations (for example, gender-separated summer camps).

To apply for this exemption, go to <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>.

## **SP 32-2015: Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs.**

FNS has determined that along with licensed physicians and at the discretion of a SA, it is reasonable to also permit other recognized medical authorities to complete and sign a medical statement for meal accommodations in the child nutrition programs and recommend alternate foods for children whose disability restricts their diet. A state recognized medical authority for this purpose is a state licensed health care professional who is authorized to write medical prescriptions under state law. This update is effective immediately. Per Wisconsin State Statute, a state licensed health care professional is defined as any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state.

## **SP 23-2014 (v3): Q&As Related to the Smart Snacks Interim Final Rule.**

This updated version of the Smart Snacks Q&A has new information about several topics, some of which are listed below. These are only the items that will come up most often. Please refer to the memo to review all of the changes. The easiest way to see what is new is to do a search for \*\*\* as each new question is noted with three asterisks.

- Change in the use of tokens/tickets/coupons in exchange for food.
- Clarification on what 100% juice is.
- Expansion in guidance for use of smoothies.
- Explanation of what an entrée is.
- Clarification on crediting of traditional grain products made in a non-traditional way.
- Guidance on commercial brand pizza served in the NSLP and additionally as an a la carte item.
- Guidance on product specification sheet or product sales use.
- Clarification for when school food service sells food items to the school for a special event.
- Clarification on open campus situations that allow for the ordering and delivery of foods.

## **SP 33-2015: Revised Prototype Free and Reduced Price Application Materials: Policy Changes and Design Overview.**

Based on feedback from stakeholders, USDA updated and revised the Prototype Application for Free and Reduced Price School Meals, accompanying prototype letter to households, and instructions document. This prototype was updated to make it easier for families to complete so they can provide accurate information. The SNT has updated the prototype for Wisconsin which is available at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications>.

## **SP 34-2015: Fresh Fruit and Vegetable Program: Allocation of Funds for School Year 2015-2016.**



Wisconsin is being funded for another year of Fresh Fruit and Vegetable Program (FFVP) grants. We expect to receive \$3,317,564, which is \$38,136 more than last year. Schools have been notified of their awards and a list of awarded schools can be found at <http://dpi.wi.gov/school-nutrition/ffvp>.

## **SP 35-2015: Updated Title I Guidance for Schools Electing Community Eligibility.**

This guidance memo is to let us know that the ED updated their guidance titled “The Community Eligibility Provision and Selected Requirements Under Title I, Part A of the Elementary and Secondary Education Act of 1965, as amended” in March 2015, replacing the January 2014 guidance. A few of the updates they wanted to highlight included:

- Question 18: Adding an additional approach to within-district Title I allocations where a Local Education Agency (LEA) has Community Eligibility Provision (CEP) and non-CEP schools.
- Question 23a: Information on when an LEA may use Title I funds to conduct a local survey to identify students from low-income families.
- Questions 28, 29, and 29a: Technical updates to clarify equitable services.
- Question 31: Information on the use of CEP data for State Education Agencies that have ED’s approval to use alternative poverty data to calculate final Title I allocations to LEAs with under 20,000 total population.

## **SP 36-2015: Voluntary Menu Labeling in the NSLP and SBP.**

The U.S. Department of Health and Human Services, Food and Drug Administration (FDA) published the final rule, *Nutrition Labeling of Standard Menu Items in Restaurants and Similar Retail Food Establishments* in the Federal Register (79 FR 71155) on December 1, 2014. This rule requires that calorie information be listed on menus and menu boards in chain restaurants and similar retail food establishments with 20 or

more locations to provide consumers with more nutritional information about the foods they eat outside of the home. The purpose of the FDA rule is to make nutrition information available to consumers in a direct and accessible manner to enable them to make informed and healthful dietary choices. The rule becomes effective December 1, 2015. Since publication of this memo, the FDA has changed the effective date to December 1, 2016.

**Schools operating under the NSLP or SBP are specifically excluded from this new rule**, as are institutions operating CACFP and sponsors operating the SFSP, and therefore are not required to implement these requirements. However, child nutrition program operators may voluntarily implement similar initiatives.

## **SP 37-2015: 2015 Edition of Q&As for the NSLP’s Seamless Summer Option.**

This memorandum consolidates the recent policy changes in the NSLP and SFSP that affect the implementation of the Seamless Summer Option (SSO). This memorandum and its attachment supersede SP-39-2014, 2014 Edition of Questions and Answers for the National School Lunch Program’s Seamless Summer Option, April 21, 2014.

## **SP 38-2015: Mid-Year Elections under the Community Eligibility Provision in SY 2015-16.**

This memorandum extends the ability for SAs to allow for SFAs to begin CEP implementation beyond the extended deadline of August 31, for SY 2015-16.

## **SP 39-2015: Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010.**

FNS published the final rule “Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010” (80 FR 11077) on March 2, 2015. The final rule seeks to ensure that state and local school nutrition program personnel in the NSLP and SBP have the knowledge and skills to manage and operate the programs correctly and successfully. The Q&As attached to the memo help explain the hiring and training standard that are effective July 1, 2015.

## **SP 40-2015: 2015 Edition of Eligibility Manual for School Meals.**

The 2015 version of the *Eligibility Manual for School Meals* was released by USDA in July. It is located on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications#manual> and reflects pertinent policy memoranda changes made since the last update. Updates to the manual have been highlighted in yellow to help you identify information that has changed.

## TA 01-2015: Child Nutrition Programs and Traditional Foods.

This memo is in response to inquiries about serving traditional foods in child nutrition programs. It refers SFAs to the Food Buying Guide (FBG) for information on planning and calculating the required quantities of food to purchase and determining the specific contribution each food makes toward the meal pattern requirements.

Traditional foods presently included in the FBG include wild rice, blue cornmeal, native whole blue corn kernel, native white corn, ground bison, buffalo, venison, and sheep. When traditional foods that contribute toward the meal pattern requirements are not listed or do not have a similar comparison in the FBG, then in-house yields may be developed and used. Instructions for developing yields are available in the introduction section of the FBG, page I-3.

Be aware that not all traditional foods meet the nutrition standards and contribute towards a reimbursable meal. For example, acorns do not contribute to a reimbursable meal due to their low protein content. These foods may be served as extras but still need to be included in the dietary specifications.

Meat from cultivated game animals and wild game animals, including bison, venison and reindeer, may be served in child nutrition programs; however, animals need to be slaughtered and inspected in a federal inspected facility, state inspected program, or be from an approved source as established by the state and local regulatory authority that licenses and inspects food service operations.

Review the entire memo if planning on serving traditional foods. If there are any questions, contact Angie Paul at [angela.paul@dpi.wi.gov](mailto:angela.paul@dpi.wi.gov).

## SP 41-2015: Updated Offer versus Serve (OVS) Guidance for the NLSP and SBP Beginning SY 2015-16.

This guidance is intended to clarify the requirements of OVS, specifically related to what students must take in order to have a reimbursable meal. The main change in this update is an addition of an amendment made under the milk option section to clarify that while water must be available to students during meal service, operators may not offer water as an alternative to milk, as water is not considered part of the reimbursable meal. Other modifications are minor, primarily removing dates related to provision phase-in. This updated manual, with changes highlighted, is posted on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#ovs>.

## SP 10-2015 (v3): Smoothies Offered in Child Nutrition Programs.

This memo has been revised for a third time. USDA has revised some of the first twelve Q&As and added two more. Revised

and new questions are marked with an asterisk (\*). New USDA guidance includes:

- Soy yogurt counts towards the meat/meat alternate for the SBP and NSLP.
- Vegetables, including fresh, frozen, or canned, may now credit in smoothies.
- Pureed vegetables and fruits credit as juice.
- Vegetable blends will count as the “additional” vegetable requirement and not a particular subgroup.
- Mixes of fruits and vegetables, or smoothies that contain 100% fruit or vegetable juice, will credit as the most predominant ingredient. If the predominate ingredient is a vegetable, it will credit as an “additional” vegetable and not a particular subgroup.
- Vegetables from the dry beans and peas subgroup may credit toward the vegetable meal pattern requirement as juice when served in a smoothie.



For more information, refer to this memo and the new smoothie flowchart for SBP and NSLP that is posted on the SNT website at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smoothie-crediting-flow-chart.pdf>.

## SP 10-2012 (v9): Q&As on Final Rule “Nutrition Standards in the National School Lunch and School Breakfast Programs.”

Version nine of this memo includes updates to clarify meal pattern flexibilities and to share links to technical assistance resources. An asterisk (\*) indicates new and revised questions and answers. Minor changes throughout the document include the removal of outdated references and citations, removal of outdated questions, and miscellaneous editorial changes for content clarification. The three new questions included are related to the allowable use of bulk and portion packs of roasted legumes in school meals, water not being allowed to be offered in place of milk, and the use of CN labels with watermarks.

## SP 42-2015: Service of Traditional Foods in Public Facilities.

This memo is for USDA School Meal Programs, Special Milk Program (SMP), CACFP, SFSP, but not Food Distribution Program on Indian Reservations (FDPIR) programs. It is the result of a provision of the Farm Bill that became effective February 2014. The memo gives guidance on using donated traditional foods in public and nonprofit facilities, including tribal facilities. The memo includes the following list of foods that are considered traditional foods and explains what the responsibilities are for the program operators or SFAs accepting a donation of these foods. This memo also includes four basic questions and answers on this subject.

- Wild game meat
- Fish
- Seafood
- Marine mammals
- Plants
- Berries

## SNT Member Updates

**Welcome Back...** Molly Gregory! Molly has returned from maternity leave as a Public Health Nutritionist with the SNT and will be with us part-time.

### Best Wishes to...

**Katherine Pike**, who has taken a position with UW Hospitals and Clinics and will be supporting their Epic applications. Katherine worked as a Nutrition Program Consultant on the SNT.

**Maggie Sanna**, who has accepted an exciting position with Nutrition & Health Associates managing a prenatal care program. Maggie was a Public Health Nutritionist on the SNT.

**Julie Shelton**, who has left the SNT for the sunny skies of Arizona where she will be close to family and will be embarking on a new job opportunity. Julie was a Nutrition Program Consultant and food safety expert on the SNT.

**Jim Witecha**, who has moved over to the Department of Administration (DOA) as an IT Acquisitions Analyst. Jim served as a Contract Specialist in a project position with the SNT.

### Congratulations to...

**Tracy Huffman** (formerly Tracy Pierick) on her beautiful September wedding!



**Linda Krueger** on her honorable mention for the Virginia Hart Special Recognition Award! Linda is pictured left with State Superintendent Tony Evers.



## Pop Quiz: Plate Waste

The answer is: D) 30%

Are you interested in learning more about reducing plate waste in your school? Check out the USDA's food waste infographic at

<http://www.fns.usda.gov/sites/default/files/cnd/Infographic-food-waste.pdf>.

## 2015-16 Fresh Fruit and Vegetable Program

Students across Wisconsin are tasting and enjoying fresh fruits and vegetables like star fruit, pluots, kohlrabi, and rutabaga thanks to the FFVP. The USDA announced that Wisconsin is expected to receive \$3,317,564 of the \$177 million federally available to continue funding the FFVP during SY 2015-16. This allowed the SNT to award grants to 175 schools in 62 districts to provide fresh fruit and vegetable snacks this school year. Over 62,000 elementary students will receive these snacks.

The health benefits of eating more fresh fruits and vegetables are numerous. The challenge is getting students to taste these nutrient packed, low calorie foods. The FFVP meets this challenge by introducing students to a wide variety of fresh fruits and vegetables. Students are encouraged to "take a bite" in hopes that they like it and will choose to eat fresh fruits and vegetables at snack time as well as with meals.

A research study conducted in 214 elementary schools in 16 states during SY 2010-11 titled *Increasing Child Fruit and Vegetable Intake: Findings from the USDA FFVP* was recently published in the August 2015 **Journal of the Academy of Nutrition and Dietetics**. This study concludes that the FFVP increases students' intake of fresh and total fruits and vegetables on days the snacks are offered in school and increases students' intake of fresh fruits and vegetables outside of school. Students are not only eating the FFVP fruit and vegetable snacks they are served at school but are also becoming familiar with the tastes of the fresh fruits and vegetables and developing positive attitudes and perceptions toward fruits and vegetables. Not participating in the FFVP? Watch for information in early 2016 to see if your elementary school is eligible to apply for the SY 2016-17 FFVP.

## Spotlight on Rutabaga



The rutabaga is a Wisconsin-grown vegetable that is available from October through early February. In fact, Cumberland, Wisconsin hosts a Rutabaga Festival every August to celebrate this vegetable. The rutabaga is a root vegetable that is believed to be a cross between a cabbage and a Swedish turnip. The rutabaga gets its name from the Swedish word "rotabagge" which means "round root". The yellow-orange flesh is a good source of fiber, potassium, and vitamin C. It also contains magnesium, folate, calcium, phosphorus, thiamine, and vitamin B6.

The rutabaga can be served raw or cooked. Uncooked rutabaga can be sliced and eaten for a healthy snack or it can be diced or chopped and added to salads or coleslaw for some added crunch. It can be baked, boiled, roasted, steamed, and stir-fried. It can be served separately, mashed together with potatoes, or added to soups and stews. Do you have this Wisconsin-grown vegetable on your FFVP snack or lunch menu this fall?

## Mark Your Calendar!

National Farm to School Month –  
October 2015

<http://www.farmtoschoolmonth.org>

National School Lunch Week – October 12-16, 2015

Theme: “School Lunch Snapshot”

<http://schoolnutrition.org/NSLW2015>

DPI Direct Diversion & SNA-WI Fall Conference –  
November 2-3, 2015

Location: Stevens Point, Wisconsin

<http://sna-wi.org/conferences-and-events/fall-conferences1>

National Nutrition Month – March 2016

Theme: “Savor the Flavor of Eating Right”

<http://www.nationalnutritionmonth.org/nnm>

National School Breakfast Week – March 7-11, 2016

Theme: “Wake Up! to School Breakfast”

<http://www.schoolnutrition.org/nsbw>

## Food Buying Guide: Grains Section



An updated Grains Section of the Food Buying Guide (FBG) for School Meal Programs is now available on the USDA Team Nutrition site at <http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>. The revised Grains Section includes yield data for 25 new foods such as pastas, cereal grains, couscous, and rice.

## The 2015 Equipment Assistance Grant Application

Wisconsin has received \$344,042 from the Fiscal Year 2015 NSLP Equipment Assistance Grants for School Food Authorities. Money will be awarded through a competitive grant process with priority given to SFAs participating in the NSLP where 50 percent or more of the enrolled students are eligible for free or reduced price meals. Another evaluation criterion is whether the school received funding in previous equipment grant awards in 2009, 2010, or 2014. Information and grant application materials were issued at the start of the school year. New this year, are procedures for purchases under \$3,000 and that no preference can be given for local vendors. Remember that the cost of equipment requested must be above your SFA’s capitalization threshold.

**The grant application deadline is December 4, 2015.**

See the SNT website at <http://dpi.wi.gov/school-nutrition/grants-opportunities/equipment-grant-for-the-u.s> for the USDA memo, grant application materials, and resources to help you with the equipment planning and purchasing process. The results of the 2014 grant awards are also posted there.

## Non-Discrimination Statement Reminder

The USDA non-discrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, education, or distribution that mention USDA programs. **Below is the most current statement.**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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